

## **Privacy Policy: PROJECT FINANCE TRAINING LTD**

**(Project Finance Institute / “the PFI”)**

**Last updated: 4<sup>th</sup> March 2024**

This policy describes how we collect, use, and share your Personal Data.

### **1. Information we collect and how we use it**

When you visit our website and input your data, we collect Personal Data and other information from you (collectively, “Data”). We use the following Personal Data to be able to provide the Service to you:

We collect Personal Data when you share it voluntarily.

#### **A. Personal Data you provide directly**

‘Personal Data or Personal Information’ means any information relating to you from which you can be identified, directly or indirectly, including your name, identification number, location, and online identifier such as your IP address or device ID.

Name, Email Address, Phone Number. When you submit your information, we ask you for your real name and email address. We receive access to this information and use it to communicate with you about our services. In addition, we may use this address to email you about products or services believed to be of interest to you. We may also ask for company names, prospective trainee numbers and experience levels in order to give a more detailed response.

#### **B. Personal Data and Information we collect automatically**

We use cookies to collect information about your visits



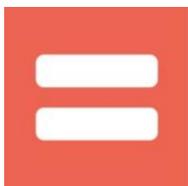
to our website. Cookies are text files placed on your computer by websites to collect standard log information and visitor behaviour information. Our cookies collect the following information about you: which website or ad you visited right before ours, which pages you visited, and how much time you spent on each section of our website.

We may also collect other data about your visit, such as search requests and results. We use this information for our legitimate interests to track usage of our website, to measure the number of unique visitors to the different sections of our website, to understand how people find us to make our website more valuable to everyone. The use of this information is called “analytics.” Often information used for analytics is aggregated.

You can reset your browser to refuse all cookies or to indicate when a cookie is being sent. Most browsers accept cookies automatically but allow you to disable them. For more information about cookies visit <https://www.allaboutcookies.org>.

### **C. Personal Data and Information Third Parties collect automatically**

Third-Party Cookies for Site Use Analysis. We use third parties such as Google to help us analyse how people are using our website. We also use the Google Analytics service to provide us with demographic data about our Hosts and Members, such as age and gender. Google uses a cookie that can be recognised by Google or its affiliate DoubleClick when you visit other websites. For more information about how Google collects, uses, and shares your information, please visit the Google Privacy Policy-Partners website



at <https://www.google.com/policies/privacy/partners/>.

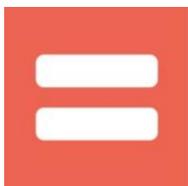
## **2. Our Sharing of your Personal Data and other information**

### **A. Business Transfers.**

As we develop our business, we might sell or buy businesses or assets. In the event of a corporate sale, merger, reorganisation, dissolution, or similar event, Personal Data may be part of the transferred assets. Agents, Consultants and Third Parties Whom We Have Contracts With. Like many businesses, sometimes we hire other companies to perform certain business-related functions. Examples include emailing information to you, maintaining our website, databases and mobile applications, processing payments, marketing and advertising, marketing research and analysis, and customer service. When we employ another company to perform a function of this type, we only provide them with the Personal Data and Information they need to perform their specific function and we do not authorise these service providers to use or disclose your personal information except as necessary to perform the tasks we have asked them to do for us or to comply with legal requirements.

### **B. Legal Requirements.**

We may disclose your Personal Data if required to do so by law or in the good faith belief that such action is necessary to (i) comply with a legal obligation, (ii) cooperate with a legal investigation or a request from a government authority, (iii) protect and defend the rights or property of Project Finance Institute (iv) protect the legal rights, safety, and security of users of our website, (v) protect our legal rights and legitimate interests, and

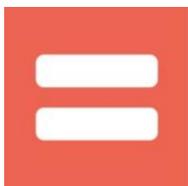


those of our business partners, service providers, and customers; (vi) prevent fraud; (vii) act in urgent circumstances to protect the personal safety of users of the website or the public, or (v) protect against legal liability.

### **3. Your Personal Data Rights**

You have rights regarding the Personal Data and Information we have about you. You may object to, or restrict, our collection, use, sharing, transfer and/or storage of your personal information. You may also request a copy of the information that we have about you. You may also ask us to correct or remove personal information you think is incorrect. We will respond to your request within a reasonable period of time. Please note, we will also keep and use your personal data or information to comply with laws including tax laws and other applicable laws. We will also keep your Personal Data and Information as necessary for backup, archiving, audit, preventing fraud, resolving disputes, and troubleshooting problems. If you are located in the European Union (EU), European Economic Area (EEA), UK, or Switzerland, please see also Section 4 (D) below about how to make complaints regarding personal data collected in the EU, UK, and Switzerland and transferred to the U.S. You may also make a privacy or data use complaint about us to the Data Protection Authority in the UK or EU/EEA Member State where you live or work by visiting the Office of the Data Protection Commissioner list of Data Protection Authorities at <https://www.dataprotection.ie/docs/EuropeanFunctionsUseful-Links/b/99.htm>.

Contact our Data Protection Officer at [admin@projectfinanceinstitute.com](mailto:admin@projectfinanceinstitute.com).



## 4. Your choices

### A. Opt out of email

We would like to send you information about our services that you may be interested in. If you have agreed to receive marketing messages from us, you may opt-out at any time. We provide an opt-out link at the bottom of each email message.

### B. Opt out of Google Analytics

To prevent your data from being used by Google Analytics, [click here](#) for instructions

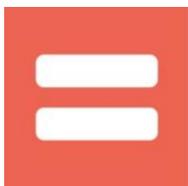
### C. Opt out of Google behavioural advertising

To opt out of Google behavioural advertising, [click here](#) to see your Google ad settings.

### D. Opting out of tracking

Please see our Cookie Policy for important information about non-Google cookies that are placed by us or by our business partners on your computer, mobile phone or other device and how to opt out. We do not have access to, nor does this Privacy Policy govern, the use of cookies or other tracking technologies that may be placed on your computer, mobile phone, or other device by non-affiliated, third-party ad technology, ad servers, ad networks, or any other non-affiliated third parties. If you would like to learn more about OBA or to opt out of having this information used by companies that are part of the Network Advertising Initiative to deliver targeted ads, please visit

[https://www.networkadvertising.org/managing/opt\\_out.asp](https://www.networkadvertising.org/managing/opt_out.asp), or if you are located in the UK, European Union/European Economic Area, please visit European



Interactive Digital Advertising Alliance's (EDAA) Your Online Choices website at <http://www.youronlinechoices.eu/>. Please note you will continue to receive generic ads.

### **E. Deleting cookies**

To manage or delete browser cookies, please see your browser's privacy settings.

## **5. Exclusions**

This Privacy Policy does not apply to any Personal Data collected by the PFI outside the Service, such as a telephone call. This Privacy Policy does not apply to any unsolicited information you provide to the PFI through the website or through any other means, such as information posted to any public areas of the website, any ideas for new products or modifications to existing products, and other unsolicited submissions (collectively, "Unsolicited Information"). All Unsolicited Information shall be deemed to be non-confidential and the PFI shall be free to reproduce and use such Unsolicited Information without limitation or attribution. We respect your copyrights in Your Content, as outlined in our Terms of Use.

## **6. Links to other web applications**

This Privacy Policy applies only to the Service. The Service may contain links to other websites not operated or controlled by the PFI (the "Third Party Sites"). The policies and procedures we described here do not apply to the Third Party Sites. The links from the Service do not imply that the PFI endorses or has reviewed the Third Party Sites. We suggest contacting those sites directly for information about their privacy policies and practices.



## **8. Security of Your Personal Data**

We use appropriate technical and organisational measures including encryption, aggregation, and pseudonymisation to protect your Personal Data provided via the website from loss, misuse, and unauthorised access or use, disclosure, alteration, or destruction. However, no internet, email, or other electronic transmission is ever 100% secure or error free, so we cannot guarantee that your Personal Data will never be accessed, used, or disclosed, so you should take special care in deciding what information you share on the website.

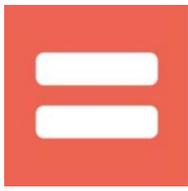
“Phishing” is a scam designed to steal your Personal Data or Information. If you receive an e-mail that looks like it is from us asking you for information about you, please contact us.

## **9. Access to information; contacting us**

To keep your Personal Data accurate, current, and complete, please update your account settings or contact us at the email address below. We will take reasonable steps to update or correct Personal Data in our possession that you have previously submitted via the website. Please also feel free to contact us if you have any questions about this Privacy Policy or the information practices of the Service. Our email address for privacy issues is [admin@projectfinanceinstitute.com](mailto:admin@projectfinanceinstitute.com).

## **10. Changes to the PFI’s Privacy Policy**

We keep this Privacy Policy under regular review, and we will notify you when we make changes in the future. Please review this policy periodically, and especially before you provide any Personal Data to us. We will also



place any updates on our website. This privacy policy was last updated on the date indicated at the top of this document.

We have no liability or responsibility for the privacy policies or practices of any Integrated Service that may be enabled within the website.