

Oil & Gas GeoEngineering Limited - Company Privacy Policy

This Privacy Policy Document will explain how Oil & Gas GeoEngineering Ltd uses the personal data we collect from you when you use our website.

Topics:

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1. Appropriate Authority

This Privacy Policy Document is drafted under the guidelines of the European Union's **General Data Protection Regulation (GDPR)** which came into force on 25 May 2018 and sets out requirements for how organisations need to handle personal data.



General Data Protection Regulation (**GDPR**)

https://ec.europa.eu/info/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules/eu-data-protection-rules_en

2. Website Hosting

Oil & Gas GeoEngineering Ltd uses a secure website constructed and maintained by Habefast Sarl, Route de Champ-Colin 18, 1260 Nyon, Switzerland <https://habefast.ch/>

3. What data do we collect?

Oil & Gas GeoEngineering Ltd collects the following data:

- Personal identification information either via the Contact Option or Course Registration
- This includes: Name, Company Name, email address, phone number and any message(s) submitted
- In case of a Course Registration, the number of participants and dates of the Course
- When a course has been agreed, each Participant's full name, title, age, number of years' experience
- On Completion of a Course, a 15 questions course feedback questionnaire

4. How do we collect your data?

You directly provide Oil & Gas GeoEngineering Ltd with most of the data we collect. We collect data and process data when you:

- Register online, Course Reservation online, or for any information on our courses or consulting services.
- Voluntarily complete a feedback questionnaire via email.
- Use or view our website via your browser's cookies.

Oil & Gas GeoEngineering Ltd may also receive your data from Teaching Partners, through which we'll offer our courses:

- Petro-Teach, if and when one of our Courses is taught through the Teaching Agreement between Petro-Teach and oil & Gas GeoEngineering

5. How will we use your data?

Oil & Gas GeoEngineering Ltd collects your data so that we can:

- Follow on from any interest or queries submitted
- Process your Course reservations and manage your account.
- Gauge the quality of our courses, based on participants Feedback and comments

Oil & Gas GeoEngineering Ltd will share data with our Teaching Partners, relevant to the courses that fall under the Teaching Agreement.

- Petro-Teach. This is exclusively for feedback data related to any of courses taught through our Teaching Agreement with them

When Oil & Gas GeoEngineering Ltd processes your order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent orders.

6. How do we store your data?

Oil & Gas GeoEngineering Ltd securely stores your data at Infomaniak

7. Marketing

Oil & Gas GeoEngineering Ltd would like to send you information about any new courses or services we may offer in the future. If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop Oil & Gas GeoEngineering Ltd from contacting you for marketing purposes

Bar our Teaching Partners, Oil & Gas GeoEngineering Ltd will not offer your information to any third party for whatever purpose.

8. What are your data protection rights?

Oil & Gas GeoEngineering Ltd would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Oil & Gas GeoEngineering Ltd for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Oil & Gas GeoEngineering Ltd correct any information you believe is inaccurate. You also have the right to request Oil & Gas GeoEngineering Ltd to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Oil & Gas GeoEngineering Ltd erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Oil & Gas GeoEngineering Ltd restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Oil & Gas GeoEngineering Ltd's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Oil & Gas GeoEngineering Ltd transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us via:

Email : Info@OilGasGeoEngineering.com
Call us at : 0041-788505789

9. Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit www.allaboutcookies.org.

10. How do we use cookies?

Oil & Gas GeoEngineering Ltd uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

11. What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Oil & Gas GeoEngineering Ltd uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

12. How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

13. Privacy policies of other websites

Oil & Gas GeoEngineering Ltd website contains links to other Teaching Partner's Website. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

14. Changes to our privacy policy

Oil & Gas GeoEngineering Ltd keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 20 December 2019.

15. How to contact us

If you have any questions about Oil & Gas GeoEngineering Ltd's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email : Info@OilGasGeoEngineering.com
Call us at : 0041-788505789