

Privacy Policy
of
EDC Hospitality Consulting

Information about our Company and web site

Modern information and communication technologies play a fundamental role in the activities of an organisation like EDC Hospitality Consulting. We are committed to protecting your privacy. The following Privacy Policy Statement describes what information we collect from you when you visit this site and how we use this information. Please read this Privacy Policy carefully so that you understand our privacy practices.

We are based in Switzerland and our principal activities are:

- Trainer/Facilitator
- Consultant

Our privacy policy covers EDC Hospitality Consulting and its websites:

Organisation Name:	EDC Hospitality Consulting
Address:	La Combettaz 81/5
City, Postal Code:	Crans-Montana 1 , 3963
Canton:	Valais
Country:	Switzerland
Controller:	Michelle Wells
Web Sites(s):	www.hc-edc.com

The services and links of our Web site

You may visit our website without identifying yourself or revealing any personal information. However, if you choose to register for enrolment in one or more of the programmes, or simply ask for information pertaining to these programmes offered by EDC Hospitality Consulting, you will be required to provide certain information that we need to process your enquiry or application for enrolment.

Our web site does not enable our visitors to communicate with other visitors or to post information to be accessed by others. This site also includes links to other websites hosted by third parties. When you access any such website from this site, use of any information you provide will be governed by the privacy policy of the operator of the site you are visiting.

EDC Hospitality Consulting may collect other information about its visitors that is not connected with any specific personal identity. The following summarises the type of information that we may collect;

Automatic Collection of Information

We automatically log personal data by means such as programming or we link information automatically logged by such means with personal data about specific individuals. We do so for the following purposes:

- Technical administration of the Web site
- Research and development
- Customer administration
- Marketing

We use cookies to record session information for technical administration of the website, for research and development, customer administration and marketing purposes. Such as, but limited to: record user-specific information on what pages visitors access or visit; record past activity at a site in order to provide better service when visitors return to our site; customise Web page content based on visitors' browser type or other information that the visitor sends.

If you do not want to receive e-mail from us in the future, please let us know by sending an e-mail to the above address

Data Collection and Purpose Specification

We collect the personal data that you may volunteer while using our services. We do not collect information about our visitors from other sources, such as public records or bodies, or private organisations.

To access the table of personal data collected and purposes for which they are used, please [click here](#)

We do not collect or use personal data for any purpose other than that indicated in the table.

If you do not wish to receive communication from us in the future, please let us know by sending an email to the above address.

From time to time, we may use customer information for new, unanticipated uses not previously disclosed in our privacy notice. If our information practices change at some time in the future we will post the policy changes to our web site and we will use for these new purposes only data collected from the time of the policy change. If you are concerned about how your information is used, you should check back at our web site periodically.

Customers may prevent their information from being used for purposes other than those for which it was originally collected by e-mailing us at the above address.

We do not intentionally collect personally identifiable information about children age 13 or younger. If you suspect that we have personal, identifying information about your child, please notify us immediately so that we may remove this information from our database.

Disclosure and Visitor Choice

We do not disclose your personal data to our subsidiaries or other organisations.

Visitors' Consent

By using this website, you consent to the collection and use of this information by EDC Hospitality Consulting, as stated in this, our Privacy Policy.

Security

Unfortunately, due to the nature of Internet communications, no data transmission over the Internet can be guaranteed to be completely secure. While EDC Hospitality Consulting remains committed to protecting the privacy of our visitors, we cannot ensure or warrant the security of any information you transmit to us, and you do so at your own risk. Once we receive your transmission, we make our best effort to ensure its security on our systems. We do so by having appropriate security measures in place in our physical facilities to protect:

- unauthorised access
- improper use or disclosure
- unauthorised modification
- unlawful destruction or accidental loss

All our employees and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of our visitors' personal data.

We ensure that your personal data will not be disclosed to national institutions and authorities except if required by law or other regulation.

Access to the personal data we may hold about you

You can ask us whether we are keeping personal data about you by:

- sending an email to contact@hc-edc.com

Upon request, which you can indicate by:

- sending an email to contact@hc-edc.com

We will provide you with a readable copy of the personal data which we keep about you, within a month - although we may before require proof of your identity. We will provide the information without any charge.

We allow you to challenge the data that we hold about you and, where appropriate, you may have the data:

- rectified or amended
- completed

We reserve the right to refuse to provide our visitors with a copy of their personal data, but will give reasons for our refusal.

We do, however, allow you to challenge our decision to refuse to provide you with a copy of your personal data.

Privacy Compliance

Our privacy policy is compliant with the following instrument:

Swiss Data Protection and Privacy Act 1992

Primary personal data/Business information

- x volunteered by each visitor
- collected from public records or bodies
- x collected from private organisations

Primary personal data	Technical administration of the Web site	Research & development	Customer Administration	Marketing	Trading in personal data
Name	-	x	x	x	-
Gender	-	-	-	-	-
Address	x	x	x	x	-
E-mail address	x	x	x	x	-
Phone/Fax number	-	-	x	x	-
other (describe)	-	-	-	-	-

Business Information	Technical administration of the Web site	Research & development	Customer Administration	Marketing	Trading in personal data
Employer/organisation	x	x	x	x	-
Job title	-	x	x	x	-
Address	-	x	x	x	-
E-mail address	-	x	x	x	-
Phone/Fax number	-	-	x	x	-
other (describe)	-	-	-	-	-

Other personal details and profiling data

- x volunteered by each visitor
- collected from public records or bodies
- x collected from private organisations

	Technical administration of the Web site	Research & development	Customer Administration	Marketing	Trading in personal data
Personal details	-	x	-	x	-
Physical description	-	-	-	-	-
Family characteristics	-	-	-	-	-
Education and skills	-	x	-	x	-
Life style or personal tastes	-	-	-	-	-
Financial resources	-	-	-	-	-

Identifiers

- x volunteered by each visitor
- collected from public records or bodies
- x collected from private organisations

	Technical administration of the Web site	Research & development	Customer Administration	Marketing	Trading in personal data
On-line identifiers	-	x	x	x	-
Financial identifiers	-	-	-	-	-
identifiers assigned by Public bodies	-	-	-	-	-
Biometrics identifiers	-	-	-	-	-