



## STEPPING STONES Professional Development for ECES

22 Bunn Street, Wallsend, NSW 2287

[www.steppingstonesprofessionaldevelopment.com](http://www.steppingstonesprofessionaldevelopment.com)

This Privacy Policy is related to how your personal information is collected, used, and shared.

The privacy policy is in affect when you visit or make a purchase from [www.steppingstonesprofessionaldevelopment.com](http://www.steppingstonesprofessionaldevelopment.com) OR ticket selling sites such as Eventbrite on behalf of STEPPING STONES Professional Development for ECES.

### *Personal information we collect:*

When you visit [www.steppingstonesprofessionaldevelopment.com](http://www.steppingstonesprofessionaldevelopment.com) (the site) we automatically collect certain information about your device, including information about your web browser, IP address, time zone, and some of the cookies that are installed on your device.

As you browse the site, information about the individual web pages or products that you view, what websites or search terms referred you to the site, and information about how you interact with the site is collected. This is referred to as "Device Information".

### *We collect Device Information using the following technologies:*

- "Cookies" are data files that are placed on your device or computer and often include an anonymous unique identifier. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org>.
- "Log files" track actions occurring on the site, and collect data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps.
- "Web beacons", "tags", and "pixels" are electronic files used to record information about how you browse the Site.

### *Making a purchase:*

When you make a purchase or attempt to make a purchase through the site, we collect certain information from you, including your name, billing address, shipping address, payment information (including credit card numbers, email address, and phone number. This is referred to as "Contact information" and "Payment method".

### *How your personal information is used:*

Contact Information and Payment Method is collected for orders placed through the site.

Pop up contact form and Membership forms are used to communicate with you that are filled out at your discretion.

The Device Information that we collect helps screen for potential risk and fraud (in particular, your IP address), and more generally to improve and optimize our site, It generates analytics about how customers browse and interact with the site, and to assess the success of marketing and advertising campaigns).

### *Sharing your personal Information*

Your personal information is shared with third parties to, as described above. For example, we use ZOOM to power our online workshops.

Finally, your Personal Information may be shared in order to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights.



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### Your rights

If you are a European resident, you have the right to access personal information held about you and to ask that your personal information be corrected, updated, or deleted. If you would like to exercise this right, please contact us through the contact information below.

You can unsubscribe at anytime you wish to stop receiving correspondence. This is found at the bottom of the website.

Additionally, if you are a European resident note that we are processing your information in order to fulfill contracts we might have with you (for example if you make an order through the site), or otherwise to pursue our legitimate business interests listed above. Additionally, please note that your information will be transferred outside of Europe, including to Canada and the United States.

### Data retention

When you place an order through the site, we will maintain your Contact Information and Payment Method for our records unless and until you ask us to delete this information.

### Changes

We may update this privacy policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

### Contact us

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by e-mail at [janine@steppingstonesprofessionaldevelopment.com](mailto:janine@steppingstonesprofessionaldevelopment.com) or by mail using the details provided below:

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