



SKILLS BUREAU
FOR THE RIGHT PEOPLE

Privacy Policy - Skills Bureau

1. Purpose of Collecting Personal Information

Skills Bureau collects personal information to facilitate training services, manage client relationships, and comply with legal obligations.

2. Categories of Data Subjects and Information Collected

Data Subjects:

- Learners
- Clients

Information Collected:

- Names
- Contact details
- Identification numbers
- Training records

3. Legal Basis for Processing

Processing is based on consent, contractual necessity, and legal compliance.

4. Data Sharing and Transfers

Personal information may be shared with third parties only when necessary for service delivery or legal compliance. No cross-border transfers are conducted without appropriate safeguards.

5. Security Measures

Skills Bureau employs technical and organizational measures to protect personal data, including:

- Secure servers
- Access controls
- Staff confidentiality agreements

6. Data Subject Rights

Data subjects have the right to:

- Access their personal information
- Request correction or deletion
- Object to processing
- Lodge complaints with the Information Regulator

7. Contact Details

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