



Successful Solutions Professional Development LLC

www.myskillsclass.com * (360) 602-0960

Privacy Policy

Self-Knowledge and Career Development Skills

Successful Solutions Professional Development, dba Self-Knowledge and Career Development Skills, is committed to protecting and respecting your privacy. This Privacy Policy (together with our Terms of Use) sets out the basis on which any personal data which you provide to us, or which is collected from you on the following websites (hereinafter the “Sites”):

- www.cdastars.com
- www.myskillsclass.com
- www.myececlass.com
- https://www.nexportcampus.com/SH_SSKC/Home/Login.nex

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

If you have any questions about any aspects of our Privacy Policy, please feel free to contact us at:

Self-Knowledge and Career Development Skills a subsidiary of Successful Solutions Professional Development LLC.

Address: PO Box 727, Burley, WA 98322-0727

Phone: (360) 602-0960

Email: myskillsclass@cdastars.com

(1) Confidentiality

The confidentiality and security of your information is of utmost importance to us. We will use industry standard security measures to keep your information confidential and secure.

It is your responsibility to protect the security of your login information.

(2) What information do we collect and what do we do with it?

When you enroll as a student or subscriber (“learner”) on our site or related courses, as part of the enrolling process, we collect the personal information you give us such as your name and email address.

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Address: PO Box 727, Burley, WA 98322-0727 * Main Website: www.cdastars.com

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Email marketing: we may send you emails about our site and related course(s), registration, course content, your course progress or other updates. We may also use your email to inform you about changes to the course, survey you about your usage, or collect your opinion.

(3) How do you get my consent?

When you provide us with personal information to become a learner on our site, make a purchase, or participate in the course, you imply that you consent to our collecting it and using it for that specific reason only.

If we ask for your personal information for a secondary reason, like marketing, we will either ask you directly for your expressed consent, or provide you with an opportunity to say no.

(4) How do I withdraw my consent?

If after you opt-in, you change your mind, you may withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, at any time, by contacting us at myskillsclass@cdastars.com or mailing us at: PO Box 727, Burley, WA 98322-0727

(5) Disclosure

We may disclose or share your personal data in order to comply with any legal obligation, or to protect against the imminent harm to the rights, property, or safety of Successful Solutions Professional Development LLC, our customers, or others. We may also disclose or share information about you to auditors, legal advisors, and law enforcement in order to help detect, prevent, or otherwise address fraud, abuse, misuse, potential violations of law, security concerns, and/or technical issues. This may include reporting training progress and completions to state registries, licensing agencies, and employers upon request. Your profile information may be publicly viewable to other users that may interact with throughout the training platform.

(6) Payment

If you make a purchase on our site, we use a third-party payment processor such as Stripe or PayPal. Payments are encrypted through the Payment Card Industry Data Security Standard (PCI-DSS). Your purchase transaction data is stored only as long as is necessary to complete your purchase transaction.

All direct payment gateways adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover.

PCI-DSS requirements help ensure the secure handling of credit card information by our site and related courses and its service providers.

Privacy Policy

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(7) Third Party Services

In general, the third-party providers used by us will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide to us. However, certain third-party service providers, such as payment gateways and other payment transaction processors, have their own privacy policies in respect to the information we are required to provide to them for your purchase-related transactions. For these providers, we recommend that you read their privacy policies so you can understand the manner in which your personal information will be handled by these providers.

Certain providers may be located in or have facilities that are located in a different jurisdiction than either you or us. If you elect to proceed with a transaction that involves the services of a third-party service provider, then your information may become subject to the laws of the jurisdiction(s) in which that service provider or its facilities are located.

As an example, if you are located in Canada and your transaction is processed by a payment gateway located in the United States, then your personal information used in completing that transaction may be subject to disclosure under United States legislation, including the Patriot Act. Once you leave our course website or are redirected to a third-party website or application, you are no longer governed by this Privacy Policy or our website's Terms of Service.

(9) Terminated or Deleted Account

After your account has been terminated or deleted some or all of your information may still remain visible to others, including but not limited to

- any information that has been shared as a comment and/or post,
- submissions of files, assignments, quizzes, exams, ratings, and/or surveys
- information stored on third-party platforms, including but not limited to email correspondence.

Please be aware that in some cases, even after your account is terminated or deleted, we may retain your information as long as we have a legitimate purpose to do so and in accordance with applicable law.

(10) Links

When you click on links on our course site, they may direct you away from our site. We are not responsible for the privacy practices of other sites and encourage you to read their privacy statements.

(11) Security

To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered, or destroyed.

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If you provide us with your credit card information, the information is encrypted using secure socket layer technology (SSL) and stored with a AES-256 encryption. Although no method of transmission over the Internet or electronic storage is 100% secure, we follow all PCI-DSS requirements and implement additional generally accepted industry standards.

(12) Cookies

We collect cookies or similar tracking technologies. This means information that our website's server transfers to your computer. This information can be used to track your session on our website. Cookies may also be used to customize our website content for you as an individual. If you are using one of the common Internet web browsers, you can set up your browser to either let you know when you receive a cookie or to deny cookie access to your computer.

(13) Changes to this Privacy Policy

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

If our site or course is acquired or merged with another company, your information may be transferred to the new owners so that we may continue to sell products to you.

QUESTIONS AND CONTACT INFORMATION

If you would like to: access, correct, amend, or delete any personal information we have about you, register a complaint, or simply want more information contact Genie Skinner, Director of Online Program Administration

Email: myskillsclass@cdastars.com

Phone: (360) 602-0960

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