

PRIVACY POLICY

Last updated: 19/07/25

At IncludED, your privacy is important to us. This Privacy Policy explains how we collect, use, and protect your information when you use our website, purchase digital products, or submit portfolios for evaluation.

1. What Information We Collect

We may collect the following types of information:

- **Personal Information:** Name, email address, and purchase details during checkout
- **Submission Data:** Portfolio files, reflections, and supporting documents provided for moderation
- **Technical Data:** Browser type, IP address, and general website usage for analytics purposes

2. How We Use Your Information

Your information is used for:

- Processing and delivering your digital purchase
- Supporting you during the challenge implementation
- Moderating and providing feedback on submitted portfolios
- Issuing certificates and medals upon successful completion
- Improving our website and service experience

3. How We Store and Protect Your Data

- Your data is stored securely and only accessible by authorized members of the IncludED team
- We do not sell, rent, or share your data with third parties
- Portfolio submissions are used **only for evaluation purposes** and never shared publicly

4. Email Communication

We may email you:

- Order confirmations and portfolio submission updates

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- Important notices about your challenges
- Optional updates about new products (if you opt-in)

You can unsubscribe from promotional emails at any time.

5. Your Rights

You have the right to:

- Request access to your data
- Request correction or deletion of your personal information
- Withdraw consent for us to use your data

To request data access or deletion, please contact: support@includedlearning.com

6. Data Storage Location

We operate from United Arab Emirates, and your data may be processed and stored securely within this jurisdiction or through trusted third-party platforms that comply with applicable data protection laws.

7. Events, Workshops & Collaborations

From time to time, IncludedED hosts or promotes events, workshops, and support groups in collaboration with external partners.

- **Event Sign-Ups:** If you register for an event, we may collect your name, email address, and other relevant details. This data is used solely for event communication and coordination.
- **Collaboration Disclosure:** For co-hosted events, your data may be shared with the partner organization only for event purposes — never for marketing or third-party use.
- **Media Use:** Photos or recordings taken during live or virtual events may be used for promotional purposes. Consent will always be requested in advance.
- **Support Groups:** Participation in support groups is voluntary, and all shared information is treated with confidentiality and care. No personal stories or data will be shared without written consent.

8. Policy Updates

This Privacy Policy may be updated occasionally to reflect service changes or legal requirements. Please review this page regularly for the latest version.

If you have any questions or concerns, please reach out to us at:
support@includedlearning.com or info@includedlearning.com

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