

Terms of Service

Welcome to the Learning and Development Information System (LDIS).

Please read the **Terms and Conditions** carefully before using the Learning and Development Information System (LDIS) operated by the Research Institute for Tropical Medicine (RITM).

Your access and use of the system is conditioned on your acceptance and compliance with these terms. These terms apply to all visitors and users who access or use the system.

By accessing or using the system, you agree to be bound by these terms. If you disagree with any part of the terms, then you may not access the system.

1. Services

LDIS is a system by RITM that shall assist the Institute and its stakeholders through the following:

- **Providing an easier way of accessing RITM trainings.**
By using LDIS, you will have access on all available trainings offered by RITM.

- **Providing a way to apply on trainings offered by RITM**
LDIS allows you to apply on RITM trainings online and provides real-time updates on your application status.

- **Providing a new way to review training applications**
LDIS allows training providers to review applications online and provide an easier way of notifying individuals about the status of their training applications.

2. Data Policy and Privacy

To provide all the services that we have mentioned above, we must collect and use your personal data.

- **Information and content you provide**

All information that you will provide in the system will be used by RITM for training related purposes such as generation of training reports, training impact assessment, sending of RITM newsletter, etc.

- **Information about your transactions**

We also collect and store details of your transactions such as time of login and logout in the system, and trainings applied

2.1 How do we use this information?

All information that were provided and collected will be used by RITM for its processes as discussed below:

- **Assess profile with training requirements**

By assessing the information that you have provided, RITM can review if your profile suits the pre-requisites of the trainings being applied to.

- **Communicate with you**

As part of our service to process training applications, we will be using the contact information that you have provided to send notifications regarding your application status. If you choose to subscribe on RITM's newsletter, we will be using your e-mail address to send updates on RITM's current events.

2.2 Managing profile information

LDIS gives you the opportunity to access and modify your profile. Your information is only accessible to the course point person of trainings that you have applied with and no other parties will be able to see or have access to your information.

2.3 Changes to the policy

Any changes in the policy will be notified through your e-mail. You will be given the opportunity to review the revised policy before you choose to continue using our system.

3. Our community and your commitments

We provide services for you and for other individuals as well. All information that you provide us are used to make our services better. In exchange, we need you to make the following commitments:

3.1 What you provide

- All information that you will provide to us must be true and correct.
- Create only one personal account.
- Keep your password private to avoid access of other individuals.

3.2 Who can use LDIS?

We try to make our system available for everyone but you cannot use our services if:

- You were banned by RITM to attend its trainings.

3.3 The permission you give us

We need your consent for us to continue providing you with our service.

- Permission to use information provided. You own all information and content that you provide to the system, this takes away that right and allows us to use your information and content. These gives us permission to use that information and content.

3.4 Limits in using your information and content

We will be using your information and contents but with the following limitations:

- All information and contents that you provide will be used in this system and by RITM.
- All information will be available for use of the training's course point person that you applied for and no other parties will be able to access your information.
- All of your content will be used to generate training reports.
- All of your information will be used to review your training application as part of RITM's screening process of training applicants.
- Your contact information will be used by RITM to send newsletters, updates, and other news if you choose to subscribe to RITM's newsletter.
- Your contact information will be used by RITM in conducting the impact assessment of the trainings attended.
- RITM can use your information to further enhance its services.

4. Contact Us

You may contact us at trainingoffice.ritm@gmail.com or [807-2628 to 31 local 419](tel:807-262831)