

COOKIE POLICY

Welcome to myoffice.dubadu.com (hereinafter referred to as the “Website”).

This Cookie Policy explains how the Website uses cookies and similar technologies to enhance user experience, ensure proper functionality, and improve our services.

When you first access the Website, you will be presented with a cookie consent banner that allows you to accept, reject, or customize the use of non-essential cookies (such as analytical cookies). Your preferences will be stored and may be modified at any time through the Cookie Settings section available on the Website.

We are committed to ensuring transparency regarding the use of cookies and to providing you with clear information about how and why they are used.

What are Cookies?

Cookies are small text files consisting of letters and numbers that are stored on your browser or device when you visit a website, provided you have given your consent where required.

These files enable the Website to recognize your device and store certain information about your preferences or previous interactions.

Cookies serve various purposes, including ensuring the proper functioning of the Website, remembering user settings, analyzing performance, and helping us deliver content that is more relevant to your interests.

Most cookies do not directly identify individual users. Instead, they collect general information about how visitors interact with the Website, such as navigation patterns and usage behavior.

How Does the Website Use Cookies?

The Website may place and access certain first-party cookies on your device. First-party cookies are set directly by us and are used exclusively to support the functionality and performance of the Website.

We use cookies to facilitate and enhance your user experience, ensure the proper operation of the platform, and continuously improve our services. These cookies allow us to maintain system stability, remember user preferences, and optimize platform performance.

Certain cookies are essential for account-related functionality, including user identification, authentication, and secure session management. These cookies enable access to personalized content, including user dashboards, training progress, certificates, and activity statistics within the platform.

We have carefully selected and implemented these cookies in a way that respects your privacy and ensures that your personal data is protected in accordance with applicable data protection laws.

Types of Cookies We Use

We may use some or all of the following types of cookies:

1) *Session Cookies*

Session cookies are temporary cookies that are automatically deleted when you close your browser. They are essential for enabling smooth navigation and ensuring the proper functionality of the Website during your visit.

2) *Persistent Cookies*

Persistent cookies remain on your device for a defined period or until they are manually deleted. These cookies allow the Website to remember your preferences and settings, providing a more personalized and convenient user experience on subsequent visits.

3) *Analytical Cookies*

Analytical cookies help us understand how users interact with the Website by collecting information such as page visits, traffic sources, and user behavior. This data is used to improve the performance, functionality, and overall user experience of the platform.

Third-Party Cookies

In addition to first-party cookies, the Website may use third-party cookies provided by carefully selected and trusted service providers. These cookies are used to support Website functionality, analyze usage, and enhance the overall user experience.

Such third-party services may include, for example, analytics tools (such as Google Analytics), customer support solutions, or embedded content from external platforms.

Third-party cookies are subject to the respective privacy policies of their providers. These cookies may collect information about your interactions with the Website and, in some cases, across other websites, typically in an aggregated or anonymized form.

While we take reasonable steps to work only with reputable partners and to protect your privacy, we do not control how third parties process data collected through their cookies.

You can manage your preferences regarding third-party cookies at any time through the Cookie Settings section available on the Website.

How to Manage Cookies

You can manage or control your cookie preferences in several ways:

1) Browser Settings

Most web browsers allow you to control cookies through their settings. You may configure your browser to accept or refuse cookies, delete existing cookies, or notify you when a cookie is placed. Please note that disabling or blocking certain cookies may affect the functionality and performance of the Website.

2) Browser Features (e.g., “Do Not Track”)

Some browsers offer features such as “Do Not Track,” which allow you to signal your preferences regarding tracking technologies. Please note that the Website may not respond to all such signals in a uniform manner.

3) Cookie Settings on the Website

You can manage your cookie preferences directly through the Cookie Settings section available on the Website. This allows you to accept, reject, or customize the use of non-essential cookies, including analytical and persistent cookies.

For more detailed information, please refer to your browser’s help or support documentation.

Compliance with Legal Regulations (GDPR & CCPA)

The Website strives to comply with applicable data protection and privacy laws, including the General Data Protection Regulation (GDPR) and the California Consumer Privacy Act (CCPA).

We are committed to implementing appropriate technical and organizational measures to ensure that the use of cookies and the processing of data are carried out in a lawful, fair, and transparent manner.

Depending on your location, you may have certain rights, including:

- Right to be informed about the use of cookies and related data processing;
- Right to give or withdraw consent to the use of non-essential cookies at any time;
- Right to access personal data, where applicable;
- Right to request deletion of your personal data, subject to legal and contractual limitations.

We continuously work to improve our compliance practices and to provide users with clear and accessible tools to manage their preferences.

Changes to This Cookie Policy

We may update or modify this Cookie Policy from time to time to reflect changes in legal requirements, technical developments, or our use of cookies.

Where material changes are made, we will provide appropriate notice, including by updating the information at the top of this page.

Any changes will become effective upon your first use of the Website after the updated Cookie Policy has been published. We therefore encourage you to review this page periodically to stay informed about our use of cookies.

In the event of any conflict between the current version of this Cookie Policy and any previous versions, the provisions of the current version shall prevail unless expressly stated otherwise.

Contact Us

If you have any questions or concerns about our cookie policy or the use of your personal information, please contact us at school@dubadu.com.

Effective Date: April 10, 2026