Privacy Policy - Evolve Dental Academy

Evolve Dental Academy provides education and training in the field of Dental Administration delivered online through <u>www.evolvedentalacademy.com</u> and <u>www.evolvestudentportal.com</u>.

Evolve Dental Academy collects personal information from our customers in the regular course of doing business. This brochure answers some of your most frequently asked questions, and lets you know exactly how we're protecting the information you entrust to us. We will not use or share your information with anyone except as described in this Privacy Policy.

What personal information do we collect from you?

Evolve Dental Academy only collects personal information that is necessary and reasonable to meet the purpose for which the information is collected.

We collect the following information about you:

- Name
- Address
- Phone number
- Email address
- Date of birth
- Gender
- Credit Card Information
- Customer satisfaction info
- Opinions about programs
- Interests and hobbies
- Employment History
- Social insurance number
- Alberta Student Number
- Post-Graduation Employment Details
- Resume and Cover Letter

When you visit our web site, we also collect:

- information about your computer, including your IP address, the type of operating system and browser you use, and your computer's location
- what pages you visit on our site and what links you click on
- what other sites you've visited recently

How do we use this information?

The main reasons we collect personal information from you are:

- To support the development and delivery of the school's educational programs
- To facilitate communication with students
- To meet legal and regulatory requirements regarding student records
- To process applications and open and maintain a student file
- To maintain a record of a student's course of study, evaluations, academic and other achievements
- To process tuition fees and other transactions

Who is my information shared with?

Evolve Dental Academy will not sell, trade, lend or otherwise voluntarily disclose to any third parties any personal information that you have provided to us for any purpose not identified under this Privacy Policy.

Certain personal information may be shared a 3rd party. This information is limited to what is required for reporting purposes to maintain licensure.

How is my information protected?

Evolve Dental Academy limits the collection, use and disclosure of all personal information collected from students. Appropriate technological and physical safeguards are in place in order to prevent any unauthorized use or disclosure of your personal information.

We exercise care in the secure transmission of your information, however no transmission of information over the internet is one hundred percent secure. We cannot guarantee that information disclosed through the internet cannot be intercepted by third parties. However, Evolve Dental Academy takes all reasonable precautions available to protect any personal information that is provided to it through the Website including, disposal or destruction of this information.

How do you get my consent?

When you provide Evolve Dental Academy with your personal information, you are consenting to the collection, use and disclosure of your personal information for these purposes in accordance with the principles that are outlined in the Privacy Policy.

If we ask you for personal information for a secondary reason, like marketing, you have the option to not disclose your personal information or opinions.

If you have provided your consent and are receiving emails, you may at any time withdraw your consent by changing your preferences and unsubscribing.

How do I get more information?

Our staff will be happy to answer any questions you may have about your personal information. If you would like more information about our policies, or you would like to see exactly what personal information we have about you in our records, or you wish to register a complaint, please contact:

Evolve Dental Academy Privacy Officer

Name/Title: Jennifer James/Director Address: 103, 1914-34th Ave SW Phone: 4033543255 Email: admin@evolvedentalacademy.com

Privacy Commissioner of Canada

Toll-free: 1-800-282-1376 Phone: (819)994-5444 Fax: (819)994-5424 TTY:(819)994-6591 or by mail at: 30 Victoria Street Gatineau, Quebec K1A 1H3 or on the web at: <u>http://www.priv.gc.ca</u>

Changes to This Privacy Policy

We may update our Privacy Policy from time to time. Thus, we advise you to review this page periodically for any changes. We will notify you of any changes by posting the new Privacy Policy on this page. These changes are effective immediately, after they are posted on this page.

Website Privacy Policy – Evolve Dental Academy

www.evolvedentalacademy.com and www.evolvestudentportal.com *This Website collects some Personal Data from its Users.*

Personal Data collected for the following purposes and using the following services:

Access to third party services' accounts

Access to the Stripe account

Personal Data: various types of Data as specified in the privacy policy of the service Analytics

Google Analytics

Personal Data: Cookies; Usage Data Program Registration

Contact and Admissions Forms

Personal Data: address; date of birth; email address; first and last name; phone number; alberta student number, social insurance number,

Mailing list or newsletter

Personal Data: email address; first name; last name

Displaying content from external platforms

Google Maps widget, Instagram widget and Wistia widget

Personal Data: Cookies; Usage Data Handling payments

PayPal and Stripe

Personal Data: various types of Data as specified in the privacy policy of the service

Interaction with data collection platforms and other third parties JotForm widget Personal Data: Cookies; Usage Data Interaction with external social networks and platforms **Facebook Like button and social widgets** and Twitter Tweet button and social widgets Personal Data: Cookies; Usage Data **Interaction with live chat platforms ClickDesk Widget** Personal Data: Cookies; Usage Data Managing contacts and sending messages Mailchimp Personal Data: name, email address **Platform services and hosting** Weebly Personal Data: various types of Data as specified in the privacy policy of the service **SPAM** protection **Google reCAPTCHA**

Personal Data: Cookies; Usage Data

Contact Information

Privacy and Data Controller Jennifer James Evolve Dental Academy 103, 1914-34 Avenue SW Calgary, AB T2T 2C1 Owner contact email: admin@evolvedentalacademy.com