



## Empowering Minds Privacy Policy

Protecting your privacy is important to us! Empowering Minds is strongly committed to protecting your privacy and complying with your choices. Any information collected is safeguarded according to the highest privacy and data protection standards adopted worldwide.

This policy is intended to protect

- Your information will not be shared, rented or sold to any third party.
- Empowering Minds uses state-of-the-art security measures to protect your information from unauthorized users.
- Empowering Minds give you the possibility to control the information that you shared with us (opt-out)

### Notice

Empowering Minds will clearly inform you when information that personally identifies you ("personal information") is asked for and you will have the choice to provide it or not. Generally, this information is requested when you subscribe to product updates, newsletters or other online services.

### Usage

Empowering Minds uses your personal information for the following purposes:

- To provide you information about Empowering Minds
- To automatically customize your documents with your information
- To alert you of updates, discounts or other services available

Empowering Minds collects your full name and email address when:

- You request to be on our newsletter distribution list
- You have made a donation
- You have requested to be a volunteer
- You have requested general information
- You are the parent of a youth attending a program

Empowering Minds collects your email in order to send you agreed to communications including tax receipts. Empowering Minds also collect your phone number in order to contact you in case these emails bounce back because of a typo in your email address and Empowering Minds cannot figure out what the correct email address is. Empowering Minds may also collect your address and school name.

The data is stored in a secured Contact Record Management System. Data is reviewed quarterly to ensure it is current. The data stored is also stored for statistical purposes. No paper copies of this data will be kept.

### Consent

When you provide your personal information, you consent that it can be used for the above purposes and that Empowering Minds is an authorized holder of such information. In each communication from Empowering Minds you will have the opportunity to unsubscribe from further communications; alternatively you may contact us to express your choices at the address provided at the bottom of our communications.

## **Security of Information**

Empowering Minds is strongly committed to protecting your information and ensuring that your choices are honored. Empowering Minds has taken strong security measures to protect your data from loss, misuse, unauthorized access, disclosure, alteration, or destruction. All sensitive data has restricted employee access.

## **What Empowering Minds Does With the Information You Share**

Your information is never shared outside the company without your permission. The company has restricted user access. Data is stored with third party infrastructure service providers (the “Data Center Providers”) in multiple locations with automated and regularly scheduled multi-region and geographically remote backups. Additionally, all infrastructure configuration information is maintained separately from the Data Center Providers. Secondary locations are provisioned with sufficient computational, network, and storage resources to replace the functionality of the primary locations and restore the services if required.

Empowering Minds may on occasion require the help of other companies to provide limited services on our behalf, such as processing event registrations. Empowering Minds will only provide such companies with the information required for them to perform these services; these service providers are bound by strict privacy policies and are prohibited from using your information for any other purpose.

In very rare instances Empowering Minds may disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Empowering Minds; (b) protect and defend the rights or property of Empowering Minds; and (c) act in urgent circumstances to protect the personal safety of users of Empowering Minds, its websites, or the public.

## **How to Opt-Out**

Empowering Minds provides users with the opportunity to opt-out from receiving updates on our programs, newsletters, and other communications from us. You can opt-out by clicking on the link provided in our electronic mailings or by contacting us at the address at the bottom of Empowering Minds communications.

## **Does Empowering Minds Privacy Policy Apply to Linked Websites?**

Our Privacy Policy applies solely to information collected directly by Empowering Minds.

The website contains links to web sites of third parties. Empowering Minds is not responsible for the actions of these third parties, including their privacy practices and any content posted on their web sites. Empowering Minds encourages you to review their privacy policies to learn more about what, why and how they collect and use personal information. Empowering Minds adheres to industry recognized standards to secure any personal information in our possession, and to secure it from unauthorized access and tampering. However, as is true with all online actions, it is possible that third parties may unlawfully intercept transmissions of personal information, or other users of the Site may misuse or abuse your personal information that they may collect from the Site.

## **Changes to This Policy**

If changes are made to our Privacy Policy, Empowering Minds will post the changes on our website so that you are always aware of what information is collected, how it is used and under what circumstances, if any, it is disclosed. If at any point Empowering Minds decides to use your information in a manner different from that stated at the time it was collected, you will be notified by email.

**Enforcement of Policy**

If for some reason you believe Empowering Minds has not adhered to these principles, please notify the Operations Manager at [info@empoweringminds.org](mailto:info@empoweringminds.org) and Empowering Minds will promptly make corrections.

**Questions or Comments**

If you have questions or comments about this privacy policy, please email us or write us at:

Empowering Minds

Calgary, Alberta, Canada

[info@empoweringminds.org](mailto:info@empoweringminds.org)

403.718.1264 Ex. 2