



## PRIVACY POLICY

At Enform, we have always taken the issue of safeguarding your privacy very seriously. We respect and are committed to protecting the confidentiality and security of personal information you entrust to us, and ensuring that all personal information we hold is collected, used and disclosed in compliance with all applicable federal and provincial privacy requirements.

We will collect personal information only for reasonable purposes and only as much as is reasonable to provide you with any Enform products or services. We may collect, use and disclose your personal information to:

- Verify your identity
- Process your payment or invoice
- Provide you with a product or service that Enform offers
- Register you in a course and/or determine your eligibility to register in a course
- Provide the instructor and/or participants in a class or event with a list of attendees
- Provide you with an Enform/government certificate for a course
- Provide you with promotional/marketing materials as it relates to Enform's business
- Verify certification in accordance with Enform authorized certificate search policies

We accept any of the following as your consent:

- Your receipt of this Privacy Policy, unless you advise Enform in writing, that you do not agree with the terms stated in this Policy, and that you wish to opt out of all or portions of it
- Your express written or verbal consent as obtained through any Enform application process
- Your consent as provided by you or your authorized employer when registering for any course or event at Enform or one of our authorized affiliates
- The purchase or use of products and services by a client/customer, or the acceptance of employment or benefits by an employee, may constitute implied consent for Enform to collect, use and disclose personal information for the identified purpose

You may withdraw your consent at any time upon reasonable notice in writing, subject to legal or contractual restrictions. Please note, however, that withdrawing your consent may affect our ability to continue to provide you with the products and services that you have or would like to receive.

Individuals have access to personal information that is reasonably available and retrievable in the ordinary course of business. Upon written specific request, individuals may access or correct their personal information as entered in our records. We will respond to an individual's request, and advise the individual in advance of any charges for retrieval, reproduction or delivery of the personal information requested. Some information may not be accessible if disclosure would harm someone, an investigation, or legal proceeding or when access would disclose someone else's personal information or confidential business information.

Security is an important concern to us and we exercise care in providing security of individual information. Enform takes all reasonable precautions to ensure that personal information is kept safe from loss, unauthorized access, collection, use, disclosure, copying, modification, or disposal. As well, when we no longer need your personal information, we take as much care to destroy it as we do when storing it.

Should you have any questions about privacy, please write to the:

Privacy Officer  
Enform Canada  
1538 – 25<sup>th</sup> Avenue NE  
Calgary, AB T2E 8Y3