



## **11.0 QABA® Policy and Procedure: Privacy, Security and Information Sharing**

The purpose of this policy is to define how the QABA® Credentialing Board uses and protects any information provided by applicants, candidates, and ABATS® .

The QABA® is committed to ensuring that privacy is protected. Should applicants, candidates, and ABATS® be asked to provide certain information by which applicants, candidates, and ABATS® can be identified when using this website, applicants, candidates, and ABATS® can be assured that it will only be used in accordance with this privacy statement.

The QABA® Board may change this policy at any time by updating this page. applicants, candidates, and ABATS® should check this page from time to time to ensure understanding of any changes. This policy was effective from 9th February, 2012 and was renewed January 1, 2017.

What we collect that to be used for the reasons stated below:

- Name and job title;
- Contact information including email address
- Demographic information such as postcode, preferences and interests;
- Other information relevant to candidate surveys and/or offers

What we do with the information we gather:

- We require this information to understand your needs and provide you with a better service and in particular for the following reasons:
  - We are required by various accrediting bodies to provide particular information in order for credentialing programs to be recognized for approval by that body;
  - Internal record keeping

We may use the information to improve our products and services.

We may periodically send promotional email about new products, special offers or other information which we think you may find interesting using the email address which you have provided. From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.

We may use the information to customize the website according to your interests. We may provide your information to our third party partners for marketing or promotional purposes.

We will never sell your information.



## **What we collect and/or maintain that remains confidential (see Candidate Data Confidentiality policy)**

- Social security numbers;
- Transcripts;
- Application status;
- Examination results;
- Recommendations;
- Supervision and Independent Fieldwork;
- Background information received from the Department of Justice

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **How We Use Cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyze data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **Links to Other Websites**

Our website may contain links to enable you to visit other websites of interest, easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and



privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling Your Personal Information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you inform us that you wish this to happen.

You may request details of personal information which we hold about you at any time. If you would like a copy of the information held on you, please write to [coursehelp@innovative-learning.com](mailto:coursehelp@innovative-learning.com).

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.