



I50=Idea. Information. Insight. Implementation. Intervention. Outcome.

i50 Consulting Services

Category 8: Awarding the IACET CEUs and Maintaining Learner Records

8.6 - Privacy Policy

I50 Consulting Services has developed the Privacy Policy for ensuring the privacy and information security of learners' records that addresses the role of information input, maintenance, release, and issuance of learners' records following learning event completion. All students and instructors must acknowledge this policy before accessing any I50 Consulting Services learning materials. The I50 Consulting Services Privacy Policy also resides on the I50 Consulting Services website (i50consulting.com).

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PRIVACY POLICY

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Purpose

The purpose of this policy is to define the I5O Consulting Services Privacy and Data Protection Policy. The policy applies to all I5O Consulting Services data and information which stores learner and instructor data on various platforms.

Policy Statements

- Before or at the time of collecting personal information, **I5O Consulting Services** will identify the purposes for which information is being collected.
- **I5O Consulting Services** will collect and use of personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless **I5O Consulting Services** obtain the consent of the individual concerned or as required by law.
- **I5O Consulting Services** will only retain personal information as long as necessary for the fulfillment of those purposes.
- **I5O Consulting Services** will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up to date.
- **I5O Consulting Services** will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- **I5O Consulting Services** will make readily available to customers information about our policies and practices relating to the management of personal information.

Record Release

You may at any time request your educational records by completing the record release form that is located on I5O website, www.i5oconsulting.com.

I5O Consulting Services is committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained.

Approval(s)

Approver:	Teresa Hardee
Approval Date:	5/30/2020

Revision History

Version #:	1.0
Policy Effective Date:	5/30/2020
Next Review Date:	5/30/2021