



# Privacy Policy

**The Communication Embassy** has this *Privacy Policy* in effect in order to demonstrate our commitment to protecting the privacy and security of your personal information.

This policy explains the types of personal information we collect, how it is used, and the steps we take to ensure your personal information is handled appropriately.

Definition of Personal Information "It is information about an 'identifiable individual' that is recorded in any form including, without restricting the generality of the foregoing:

- Information relating to the race, national or ethnic origin, and age of the individual.
- Information relating to the education or the medical history of the individual or information relating to financial transactions in which the individual has been involved.
- The address of the individual.
- The personal opinions or views of the individual.
- Correspondence sent to a government institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to such correspondence that would reveal the contents of the original correspondence.
- The views or opinions of another individual about the individual.
- The name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual.

**The Communication Embassy** collects the following Personal Information:

- Your full name, date of birth, gender, nationality, mother tongue, ID or Passport number, mailing address, telephone number(s), email address, medical history, legal guardian and education history.
- Credit card information is collected by our payment partner Square for use in payment approval and processing. Your credit card information is not retained in any database by The Communication Embassy.

**The Communication Embassy** does not store or record the Internet Protocol ("IP") addresses of visitors to the website for marketing purposes, neither in server logs for system maintenance and to create statistical reports. An Internet Protocol ("IP") address is a number assigned to your computer whenever you access the Internet.

Cookies may be used by **The Communication Embassy** website to maintain the security of your account when you register on line. These cookies do not collect personally identifiable information and we do not combine information collected through these cookies with other personally identifiable information. You have the ability to accept or decline cookies. Your web browser software includes a feature called "cookies" which store small amounts of data on your computer about your visit to websites. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

**The Communication Embassy** collects Personal Information through the following processes:

- Online Registration form
- Contact Us form
- Student Survey form

**The Communication Embassy** collects Personal Information for the following purposes:

- Verify the identity of students and representatives
- Communicate and provide information about programs and courses including on-going activities, promotions and other information

Links to Third Parties

This website contains links to third party websites. **The Communication Embassy** is not responsible for the privacy practices or the content of such websites. We would encourage you to review their *Privacy Policies*.

Privacy Policy Updates

We regularly review our privacy practices and update our policy. Please check this web site on an on-going basis for information on our most up-to-date practices.

Questions and Comments

If you have any questions about this *Privacy Policy*, the practices of this site, or your dealings with this website, you can send us a message at: [info@tceinc.ca](mailto:info@tceinc.ca)