

# The Adult Services Training Academy Privacy Policy

## Privacy Notice and Policies

The Adult Services Training Academy wants you to know about the collection, use, security, and access to information that may be obtained through use of this website. By visiting this website, you are accepting the policies and practices described in this Notice. This Notice covers the following topics:

- Personal Information and Choice
- Information Collected and How it is used
- What Happens to Information You Submit to Us
- Use of Internet Request for Assistance Form Information
- Surveys
- If You Send Us email
- Order Forms
- Public Disclosure
- Automatic Collection of Information/Cookies
- Security
- Links to Other Sites
- Limitation of Liability
- Ownership

## Personal Information and Choice

"Personal information" is information about a person that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history, readily identifiable to that specific individual. We ask for your name to associate the training that you complete with you and upon your request provide you a transcript of the training completed.

## Information Collected and How it is Used

We collect personal information directly from individuals who use our training services. Collection of this information is required to deliver and track the specific services. No individual information is shared with any individual or organization. Only de-identified, aggregate information is provided to our funding source, as prescribed by contract.

## What Happens to Information You Submit to us?

The information will be transmitted through secure lines to our training database. Any private information will only be used for the purposes for which it was provided and will not be shared with another entity.

## Surveys

If you participate in a survey, we will collect the information that is submitted voluntarily in response to the survey. This information is used to continually improve the services and materials that we provide.

## Security

The Adult Services Training Academy has taken several steps to insure the integrity of our data. Security measures have been integrated into the design, implementation, and day-to-day practices of the entire environment as part of its continuing commitment to risk management. The technical standards governing security are enforced by the University and LMS provider.

## Links to Other Sites

Our website has links to sites we feel might be useful to you and which may provide services. When you link to another site, you are no longer on our site and are subject to the privacy policy of the new site.