



The International School for Earth Studies Privacy Policy

Effective date:

This Privacy Policy will be updated occasionally by applicable legislation and at our sole discretion. It is effective as of **August 1st, 2023**.

Statement of commitment:

The International School for Earth Studies (hereafter *Earth Studies*) respects the privacy of our users and has developed this Privacy Policy to demonstrate our commitment to protecting your privacy. We encourage you to read this Privacy Policy carefully when using our website or services or transacting with us. If you have any questions about our privacy practices, please refer to the end of the Privacy Policy for information on contacting us.

Capture and processing of digital information:

De-personalized meta-data from the IP addresses that log onto our website is compiled and retained by our DNS provider per the dictates of international laws and protocols that govern DNS servers worldwide. Earth Studies does not have control of that meta-data.

The only personal information in the possession of Earth Studies is the specific information consensually provided by prospective and current students. Earth Studies website does not use any, offer or embed any cookies, widgets, advertising, or social media trackers, tagging analytics or any other digital media tool, with the sole exception of using the Adobe TypeKit analytic tool in the website's architecture to ensure users can see the text in appropriate fonts.

Legislative governance:

Earth Studies collects, processes, and retains personal information in compliance with Canada's *Freedom of Information and Personal Privacy Act*, R.S.O. 1990, c. F.31 ("FIPPA") and with the *Civil Code of the Province of Quebec, Chapter P-39.1, an Act respecting the protection of personal information in the private sector*, (CQLR c P-39.1), as amended and in force May 30, 2017.

Reasons for collecting personal information:

Earth Studies collects personal information directly from students at several points of contact. It contains personal information from prospective students during marketing and recruitment campaigns and the application process. It collects personal information from current students at various times and in multiple ways throughout their tenure at Earth Studies. It may request and collect personal information from alums after their term at Earth Studies.

Collection and processing of personal information:

Personal information is collected and used for several reasons. In the case of prospective students, data is collected and used primarily to make admissions-related decisions, including initial contact with the

student, the creation, processing and maintenance of student enrolment applications, acceptance, and registration with Earth Studies for participation in any of the programs and courses offered by Earth Studies. The information required for such an evaluation of merit includes but may not be limited to a prospective student's academic ability and physical, mental, and emotional health.

Other uses of personal data:

For students whose applications are accepted and current students at Earth Studies, information collected before or after enrollment is also collected to plan the student's activities and studies at Earth Studies. Stripped of any identifiers, data collected from prospective or current students before or after enrollment may also be used for statistical analysis, research, and marketing to improve and develop our programs and policies, measure program performance, and assess future program needs.

Disclosure of personal information to third parties:

Students enrolled in any program or course offered by Earth Studies will, as part of the enrollment process, be asked to express their specific consent for divulgence of a precise and limited personal data set, solely as may be required by border control agencies if the student concerned is to cross any international border when participating in one of our programs, or for the provision of medical services while a student at Earth Studies. Personal data will not knowingly be divulged in any other case to any third party unless such divulgence is demanded by law.

Consent:

Earth Studies does not use any form of automated or implied consent to provide or process any personal data. Anyone who provides Earth Studies with personal information will be asked for their specific permission to keep, secure, and review that information for its intended purposes.

Storage and retention of personal data:

Earth Studies will make every reasonable effort to protect any personal data in its trust. All personal data will be stored on a password-protected device other than the computer used to access the internet. Access to the data is restricted to the Privacy Officer and case-appropriate staff of Earth Studies. Earth Studies will retain personal data for seven (7) years following each student's enrollment and then be deleted. The Privacy Officer will review the database on a regular annual basis for such updating.

Right to review, withdraw consent for use and to correct or erase from our database:

Students have a right to request and receive a copy of Earth Studies' data on file for their review. Students have the right to request the correction of any errors they may find upon such inspection. Students also have the right to withdraw their consent to the use of their data and to request that their digital records, as may be in the possession of Earth Studies, be erased and deleted from the records of Earth Studies. However, such action may impact Earth Studies' ability to provide services to the student, including the ability to continue in studies at Earth Studies. Students wishing to withdraw their consent to retain and process their personal information should contact the Privacy Officer of Earth Studies for more information on the procedures and the consequences of withdrawing their support to retain and use that data.

Controller of the personal information:

To apply this Privacy Policy, the Director of Operation for Earth Studies is designated as the Privacy Officer and shall be the controller of the collection, storage and use of any personal data entrusted to Earth Studies. Please address any inquiries or concerns related to this Privacy Policy and to personal data to: "Privacy Officer" <info@earthstudies.ca>