

## **Privacy Statement**

Our policy is to respect and protect the privacy of our users. For more information about our privacy policy please contact [taaef@taa.org](mailto:taaef@taa.org).

### **Does TAAEF E-Learning Central ask for personal information?**

We may ask for your name, email address, and other personal information when you sign up for our online learning courses. We may also ask for such information at other times, such as when you request information.

### **Will TAAEF E-Learning Central disclose any of my personal information?**

As a general rule, we will not disclose personal information except when we have your permission or under special circumstances, such as when we believe, in good faith, that the law requires it and for administrative and other purposes that we deem necessary to improve or maintain the quality of our programs.

### **Will TAAEF E-Learning Central use my information for direct mailings or email communications?**

We may send information about our programs, or other products and services we feel may be of interest to you. You can remove yourself from this distribution list by sending your request via email to [taaef@taa.org](mailto:taaef@taa.org). Only TAAEF or TAA (or agents working on behalf of these entities) will send you such communications.

### **Does TAAEF E-Learning Central use cookies?**

A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a website's computers and stored on your computer's hard drive. Session variables are cookies that are removed from your computer when you close your browser.

Each website can send its own cookie to your browser if your browser's preferences allow it, but (to protect your privacy) your browser only permits a website to access the cookies it has already sent to you, not the cookies sent to you by other sites.

TAAEF E-Learning Central uses both cookies and session variables for a number of purposes, including to:

- Access your information when you log in, so that we can provide you with customized content.
- Keep track of your course progress.

### **How does TAAEF E-Learning Central utilize IP addresses?**

TAAEF E-Learning Central reviews IP addresses for the purposes of system administration and aggregate reporting only. IP addresses are not used to gather personal information of any kind.

### **What else should I know about my privacy?**

Please keep in mind that whenever you voluntarily disclose personal information online—for example in discussion forums, through email, or in chat areas—information can be collected and used by others. In short, if you post personal information online that is accessible to the public, you may receive unsolicited messages from other parties in return. While we strive to protect your personal information, we cannot ensure or warrant the security of any information you transmit to us, and you do so at your own risk. Users are solely responsible for maintaining the secrecy of passwords and/or any account information. Please be careful and responsible whenever you are online.