



## **TESL Ontario's Privacy Policy**

### **Collecting personal information**

TESL Ontario collects necessary personal information including name, mailing address, telephone number, email address from applicants applying for membership or accreditation and from individuals or groups who participate in TESL Ontario's ESL Week contest.

Furthermore, TESL Ontario collects member email addresses for the purpose of communicating with members, for distributing e-publications, and for informing members about services and benefits their membership provides them.

Members may opt out receiving such messages by emailing [administration@teslontario.org](mailto:administration@teslontario.org).

Information is collected in two ways: through our website by filling out our online forms or submitting printed application forms to the TESL Ontario office.

### **Processing applications**

Applications for membership are processed by TESL Ontario's office staff.

Applications for accreditation may also be reviewed by TESL Ontario's Adjudicator.

TESL Ontario's Adjudicator and Staff members are required to keep all collected data confidential.

### **Processing payments**

Payments for applications are accepted through TESL Ontario's secure website using the services of Internet Secure, or by cheque, cash and credit/debit cards at the TESL Ontario office.

Internet Secure's electronic purchase service requires cardholders to provide contact information including name, address, telephone number, email address, and also to provide financial information including credit/debit card number, expiry date and name on the card.

Internet Secure does not disclose credit/debit card numbers and expiry dates to TESL Ontario.

For more information about privacy, read Internet Secure's privacy statement at

<http://www.internetsecure.com/privacy.htm>.

### **Protecting personal information**

Members' records of membership and accreditation are not released to or discussed with a third party including, but not limited to, members' spouses and children, ESL or LINC program supervisors, TESL training program directors, and employers unless there is a letter of consent

for release of information from the member in place. Letters of consent are kept in members' files.

Members' original documents or copies of documents including, but not limited to, application forms, university degrees, degree transcripts, equivalency reports, TESL certificates, TESL transcripts, ELP test reports, practicum reports, proof of name change, and receipts of payment are not released to a third party unless there is a letter of consent to the release of documents from the member in place. Any third party designated by the member to pick up the documents from the TESL Ontario Office must submit proof of ID. Letters of consent and a copy of the third party's proof of ID are kept in members' files.

Members' electronic records, emails, online applications, images of documentation, and any other electronic data or submissions belonging to our members are not displayed on computer screens while staff members are away from their desks or third party individuals are present.

TESL Ontario certificates of accreditation are accessible online only to the rightful owners through the Registry. Each accredited member has his/her own TESL password for accessing their certificates online.

When there is a telephone inquiry, members are asked to identify themselves by providing their membership number, full names, and address/phone number.

Telephone conversations about members' applications, documents, and records kept by TESL Ontario are not conducted in the presence of a third party.

All documents containing personal information not placed into members' files are shredded.

### **Disclosing personal information**

TESL Ontario does not sell, trade or otherwise transfer any personal information to outside parties. This does not include trusted third parties who assist us conducting our business or servicing our members, so long as those parties agree to keep this information confidential.

March 2013