

Privacy Policy

This policy explains [Masterful Facilitation Institute](#)'s treatment of your personally identifiable information collected in connection with your activities on or related to our Institute. Masterful Facilitation Institute operates legally from [Breakthroughs Unlimited Inc. Organization Transformation Services](#). This Privacy Policy also explains how you can ask questions and make suggestions about our privacy practices and review and update your personal information. We urge you to read this Privacy Policy carefully and to check back periodically as this Privacy Policy may change from time to time. This Privacy Policy does not apply to the practices of companies or websites which are not controlled by Masterful Facilitation Institute.

Masterful Facilitation Institute respects the privacy of all of its users and is committed to protecting information entrusted to us. We do not share any personally identifiable information about you with anyone. We will never sell or rent your name, email address, telephone or fax numbers, address, or credit card numbers.

[ePly Services Inc.](#) has been contracted to provide *online* registration for Masterful Facilitation Institute, [Breakthroughs Unlimited Inc. Organization Transformation Services](#), in order to collect the requested course participant information. In collecting sensitive information such as credit card numbers online, ePly uses SSL encryption (a lock will appear in the browser). The credit card numbers are not stored on their servers. Breakthroughs Unlimited Inc. owns all of the collected data, and both it and ePly shall never share, sell, or rent it to anyone unless: (a) authorized by a registrant; (b)

Detailed Privacy Policy

1. Information Collected

We may collect Personal and Non-Personal information about those who use our services or our website.

- 1A. Personal Information

This includes personally identifiable information, such as your:

Name
Address
Email address
Gender
Credit Card numbers

- We collect personal Information when you choose to provide it to us. We may ask for personal information when:

- Masterful Facilitation Institute provides a service for you
- You register for a course or a program
- You make a purchase
- In addition, if you contact any of our staff, we may keep a record of that correspondence; so that we may fully address the subject matter.
- We may also receive Personal Information from our business partners and other third parties, provided that such third parties confirm to us that you have permitted them to share such information. Business contact information such as the name, title, business address, business email address or telephone number of a business or professional person or an employee of an organization is not considered Personal Information.
- Personal Information may be used by us for the following purposes:
 - Providing you with the services and information you have requested from us, including your use of our web sites.
 - We may, from time to time, use your Personal Information to contact you about changes, enhancements or similar notices related to Masterful Facilitation Institute services;
 - If you indicated an interest in receiving offers or information from Masterful Facilitation Institute or certain of our selected sponsors or advertisers, we may send you materials and other mailings about products and services that we feel may be of interest to you. They may be sent by Email or other means. You may end your subscription to any such materials by contacting us.
 - If you participate in a special promotion offered on an Masterful Facilitation Institute web site, we may, under the rules of the promotion, use your name and certain other information to administer the promotion.
 - Masterful Facilitation Institute may also use Personal Information if it is required in investigating a contravention of a federal, provincial or foreign law or in order to protect or defend a legal interest.
 - We will not sell or rent your Personal Information to anyone.

We will only disclose your Personal Information to third parties:

- Where you have specifically given us your consent to disclose your Personal Information for a designated purpose.
- Who are acting on our behalf as our agents, suppliers or service providers, solely to enable us to more efficiently provide you with a service. Such entities act under strict contractual controls, requiring them to maintain the confidentiality of all such Personal Information and to use such information solely for purposes related to the provision of Masterful Facilitation Institute services.

- As may be set out in the Terms and Conditions applicable to a Masterful Facilitation Institute service, to facilitate the provision of service.
- As required by law, including by an order of any court, institution or body with jurisdiction or authority to compel the production of information, or in order to protect or defend a legal interest.

1B. Non-Personal Information

This is information of an anonymous nature, such as an Internet Protocol Address (IP Address), the internet domain you may have used to access our website, the type and version of browser or operating system you may be using, and the website you may have come from and visit next.

Aggregate information, such as demographic statistics of our users, number of visitors and average time spent on a service, is also considered Non-Personal Information.

Non-Personal Information is collected or derived by us in the course of operating the Masterful Facilitation Institute's services. For example, our web servers may automatically collect Non-Personal Information which is provided through your browser or stored on a "Cookie." A "cookie" is a small file that enables the site to recognize you when you visit. Only our web server can read that file.

Non personal information is primarily used to administer the web site and individual access to it. It may also be used by us to understand the people who register with us and their needs.

2. Links to Other Sites and Advertisements

A Masterful Facilitation Institute service may contain links to other websites and services. While we try to link only to sites and services that share our high standards and respect for privacy, please understand that we are not responsible for the content of, or the privacy practices employed by, other companies, associates, partners or websites. This Privacy Policy applies only to Masterful Facilitation Institute..

3. Security

The security of your Personal Information is important to us. Masterful Facilitation Institute takes technical, contractual, administrative, and physical security steps to protect the Personal Information you provide. We instruct our employees who have access to your Personal Information that it is to be used only in adherence with the principles set forth in this Privacy Policy and the laws applicable to each specific business.

You can help protect the security of your Personal Information as well. For instance, never give out any password, as it may be used to access your Account or Registration Information. If you

use a shared computer, please remember to log out of your account and close your internet browser program when you finish using a service or surfing the Web, so that other people using the same computer won't have access to your information.

4. Accessing and Changing Account and Registration Information

Should you wish to update, edit or delete any information you may have provided to us at any time, please contact us.

If you are unsure whether we have a record containing any of your Personal Information and would like to confirm whether or not we do, please contact us, indicating all e-mail addresses that you may have given us.

If you decide at any time that you do not want to receive any e-mail and/or postal materials to which you have subscribed, you may choose to unsubscribe by contacting us.

5. Changes to This Privacy Policy

Masterful Facilitation Institute may change its Privacy Policy as new services are added or changed. Changes will be effective when notice of such change is posted on a Masterful Facilitation Institute Web Site.

6. Questions, Comments and Suggestions

If you have additional concerns about privacy please contact ePly at info@ePLY.com, call 1.800.507.3759, or visit their website at www.ePLY.com, or email Breakthroughs Unlimited Inc. info@breakthroughsunlimited.com or registrar@masterfulfacilitation.ca, or call 604-943-9133.