

CANADIAN SCHOOL OF NATURAL NUTRITION

(represented by Adams Distribution Centre, Inc.)

Privacy Policy

As a student, your name, address and phone number are kept on file to serve as identification and contact information. Your birth date is documented for admission requirement purposes and a copy of proof of identification is kept on file (in some provinces). Your student number is kept on file as a reference. Your information is used to process invoices and receipts. Documentation pertaining to advanced standing is also kept on file. Grades are kept on file indefinitely, in both hard copy and electronic format.

These files are confidential and are available only to CSNN Branch Managers, CSNN administrative staff, the Director, the Registrar and the student. CSNN Instructors, Managers or administrative staff are not permitted, by law, to disclose grades, exams, attendance or any information to anyone except the student. Information may be transferred should a student move to another branch.

When you graduate, your student number, contact information, and graduation details are put on a database so that CSNN can mail you your transcript, and so that CSNN can keep you on the official graduates list. Your information remains on the database (as per ministry regulations) so that CSNN can contact you. This information may be shared with the CSNN Alumni to confirm information in the RHN registry held by them.

Job forms sent in by graduates are kept on file so that graduates can be informed of job opportunities. These files are kept open for at least six months.

At times CSNN may conduct surveys. The purpose of these is to better serve the needs of students, and to maintain the quality of the curriculum and the administration of the school. These surveys are kept on file for future reference.

There are rare instances where CSNN may collect, use or disclose, your personal information without your consent as required and permitted by law, for example 1) to collect a debt owed to us; 2) to meet government tax reporting requirements; and 3) to comply with an order made by a court.

CSNN takes precautions to protect your personal information against unauthorized access. Also, if at any time you suspect that you are being asked for information that is not legitimate, please contact the Privacy Officer. (See below).

CSNN's website may have links to other internet sites owned and operated by third parties. Even though CSNN tries to link to sites that share our high respect for privacy, CSNN is not responsible for the content or the privacy practices of other organizations. We suggest you review the privacy policies of other organizations prior to providing any personal information. CSNN has the right to update this Privacy policy from time to time. Should you have any concerns regarding this please contact CSNN's Privacy Officer, Rose O'Leary at (905) 737-8729 or 1-800-569-9938.