

PRIVACY AND VIDEO SURVEILLANCE POLICY

1. MTM has created this privacy policy in order to demonstrate MTM's commitment to privacy and the protection of your personal information and information pursuant to current privacy legislation. Please read this policy to understand how your personal information will be treated.
2. MTM collects information in several ways. Some personal information is gathered if you register with MTM. During registration, we will ask for personal information such as your name, email address, gender, residential address, permanent address, cell phone number, occupation, industry and personal interests.
3. MTM may ask you for personal information outside of the context of registration, including, but not limited to:
 - (A) When you download a file (such as a PDF file) from MTM;
 - (B) When you ask us to contact you;
 - (C) When you join our mailing list, or
 - (D) When you report a problem relating to the services we provided or the courses offered. If you contact us, we may keep a record of that correspondence.
4. When prospective students ("**Candidates**"), provide us with information such as their name, mailing address, telephone number, and e-mail address, we use this contact information to send these candidates additional information about MTM. A Candidate's contact information may also be used by us to contact him or her directly. Candidates may choose not to receive future mailings or other communications from MTM at any time by notifying the Chief Privacy Officer at the address below.
5. MTM will not sell or rent your personal information to third parties without obtaining your informed consent. Generally, MTM does not sell or rent personal information in any event.
6. MTM's website provides much information spanning many topics. While MTM attempts to provide accurate information to its site users, it provides no guarantees regarding the accuracy or reliability of this content. MTM's website and/or any content on the internet relating to MTM, does not constitute a contract or promise from MTM to its site users, be they prospective students, students, or otherwise.

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7. MTM's website has security measures and safeguards in place to protect against the loss, misuse, and alteration of the information that is under MTM'S control at any given time. However, since no data transmission over the Internet is completely secure, MTM cannot ensure or warrant the security of any information you transmit to MTM or in relation to MTM'S online products or services, and you do so at your own risk. Once MTM receives your transmission, MTM makes every attempt to ensure that it is kept secure with MTM. You must still be solely responsible for maintaining the secrecy of your passwords and/or any account information.
8. MTM may use "cookies" or similar tracking systems to store and sometimes track information about you. A cookie is a small amount of data that is sent to your browser from our web server and stored on your computer's hard drive. MTM may do this in order to further automate MTM's website or online forms, or to help MTM understand who may be interested in MTM's programs. By modifying your own browser preferences, you have the choice to accept all cookies, to be notified when a cookie is set, or to reject all cookies.
9. Subject to any legislated exemptions which would permit MTM to disclose your personal information as is necessary, MTM will not disclose any of your personal information except when MTM has your informed consent. "Personal Information" is defined broadly by governing legislation as any information about an identifiable individual except the name, title, and business address or office telephone number of an employee of an organization.
10. Pursuant to allowable exemptions under current legislation, MTM may disclose personal information when MTM has reason to believe that disclosing this information is necessary to identify, contact, or bring legal action against someone who may be violating MTM's policy, violating any law of the province of Ontario or Canada, or may be causing injury to or interference with (either intentionally or unintentionally) MTM's rights or property, other students or faculty members, or anyone else who could be harmed by such activities. MTM may also disclose your personal information to a collection agency for the purposes of the lawful collection of a debt owed to us by you.
11. MTM's policy with respect to the use, collection, retention, and disclosure of all student records is governed by applicable privacy legislation as well as the relevant provisions of the *Act*, O. Reg. 415/06, and any policy directives by the Superintendent.
12. MTM makes every attempt to periodically update MTM's Privacy and Video Surveillance Policy such that it is in compliance with governing privacy legislation, legislation administered by the Ministry and is in general conformity with best practices.
13. MTM also abides by the Privacy Commissioner's guidelines released on March 6, 2008, regarding Video Surveillance Policy. To summarize, to the extent that it uses or will seek to use video surveillance, MTM will:
 1. Ensure there is a justifiable business purpose for the surveillance;
 2. Seek to avoid capturing the images of people not being targeted for some specific, legitimate purpose;

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3. To the extent possible, seek to not use cameras in areas where people have a heightened expectation of privacy;
 4. To the extent possible, seek to notify students and other individuals about the use of cameras before those individuals enter the premises;
 5. Subject to some legal justification to withhold and unless the data is destroyed, provide access to individuals whose images are captured on videotape;
 6. Ensure that video surveillance equipment and videotapes are secured and used for authorized purposes only;
 7. Ensure that to the extent that recorded images are stored, that they are stored in a secure location with limited access.
14. Should you have a question or concern about MTM 's Privacy and Video Surveillance Policy or MTM's practices in this regard, please contact the counsellor specifically assigned to you. Or contact our Chief Privacy Officer, at:

Noelle Belgrave, Chief Privacy Officer
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952 Queen Street West, Suite 300
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