



GoInnovate! Privacy Policy

Our policy regarding the disclosure of personal information

Except as set out below, we do NOT rent, sell, or otherwise disclose personal information about our clients to third parties. In very limited and exceptional circumstances, the federal privacy law permits the use or disclosure of personal information without an individual's consent. For example, consent is not required if personal information is used or disclosed in an emergency that threatens an individual's life, health, or security. In such cases, we may have to use or disclose your personal information without your consent.

When you participate in a GoInnovate! Program, your professional and/or personal contact information (e.g. your name, address, e-mail address, and telephone number) will be given to other participants of your workshop through the distribution of a 'Roster'.

Retention of personal information about clients

We retain your personal information that we collect during the application process as long as you are a client of GoInnovate! and for a period of 15 years thereafter. We retain this information for the following reasons. First, so that we may inform our Clients about subsequent programs that are being offered from time to time. Second, we know from experience that following the completion of one education program series, Clients often register for additional education programs immediately thereafter, within several months, or within several of years. By retaining your personal information, we are better able to chart our Clients' progress through the education program. We also retain personal information so that we may determine if a new Client has been referred by a past Client.

Safeguards

GoInnovate! protects the personal information that we collect from you during the application process. First, every staff member of GoInnovate! must sign a Confidentiality Agreement wherein he/she agrees not to use or disclose any personal information about Clients or other individuals who have contacted GoInnovate!. Second, your personal information is retained on a secure database, which is only accessible by password and is protected by the use of firewalls.

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Individual access to your personal information

If you wish to have access to the personal information that we retain on file, or if you wish to correct, update, or delete any information on file, please contact **GoInnovate!** at **760-635-0011** or **1-877-464-6688**, or by e-mail at clientservice@goinnovate.com

For visitors of our website

Our website uses per-session cookies, which are commonly used tools to facilitate the exchange of information between your browser and our server. These cookies allow us to present, and you to view, certain graphic elements on the website.

Unlike persistent cookies, which are stored on your hard drive for a length of time set by the website, per-session cookies are cached (stored in memory) while you are visiting the website and are set to expire from your cache 3 hours after leaving our website.

The per-session cookies that we set do not provide our website with access to anything else on your system, including private information about you. Only our website can retrieve the per-session cookie.

You can set your browser to detect and reject cookies by taking the following steps. However, please note that if you choose to reject cookies, you will not be able to view all graphic elements of our site.

If you use **Internet Explorer**:

- • Choose Tools in the menu bar, then Internet Options.
- • Select the Security tab, then click the zone you would like to change, followed by the Custom button.
- • Scroll down to the header titled Cookies, and choose how you would like to handle cookies. You can choose to accept cookies from all sites, refuse to accept any, or be prompted whenever a site wants to send you a cookie.

In **Netscape, Firefox, Mozilla, and other Mozilla-based browsers in Mac OS X**, you may refuse cookies entirely by setting an option in the Privacy section of the Preferences.



***GoInnovate!* Privacy Policy**

Questions about our privacy policy

If you have any questions or wish to raise any issues regarding our Privacy Policy or the handling of your personal information, please contact Andrew Papageorge or 1-877-464 6688 or by e-mail at clientservice@goinnovate.com.