



## Privacy Policy

Your privacy is important to us. This Privacy Policy covers privacy practices with respect to “personally identifiable information” that is transmitted electronically to the Early Learning Coalition, or collected by us via the web, telephone, mail, or other sources.

This Privacy Policy is also posted on the Early Learning Coalition of Duval's training website – [www.elcduvaltraining.org](http://www.elcduvaltraining.org). Please note, when you register for any of our training opportunities this automatically indicates that you agree with our privacy policy. As we update and expand our services, this Privacy Policy may also change, so be sure to check the Privacy Policy on the training website from time to time. Any changes we make will be effective immediately when posted on our website.

The “personally identifiable information” we will collect includes:

1. Your name
2. Your home or business address
3. Email address
4. Telephone
5. Wireless and/or fax number
6. Employment information
7. Other information that may identify you as an individual (such as the last 5 digits of your social security number)

Other information that is protected under this Privacy Policy and will only be shared directly with you includes:

1. Trainings, classes, workshops, or learning events you have attended
2. Dates of trainings, classes, workshops, or learning events you have attended
3. CEUs awarded

Early Learning Coalition of Duval does not sell, share, or rent “personally identifiable information”. We do not release “personally identifiable information” to your employer. Other than Early Learning Coalition of Duval personnel, you are the only person who has access to this information.

We may use your “personally identifiable information” to respond to your requests, provide timely communication in the form of emails, and/or to send other information we think may interest you.

If you believe there has been a violation of this Privacy Policy, please contact the Professional Development Director at [hmooney@elcduval.org](mailto:hmooney@elcduval.org).