

NLG Privacy Policy

We are committed to protecting the privacy of our clients in all respects. This page summarizes the policy and practices of The Newman Learning Group Inc.

What Information Do We Collect?

When submitting an enquiry, we ask for your name, address, phone number and e-mail address. We only use this information to contact you.

When you approve our proposal we retain a copy of the detailed proposal in our working files. These proposals may be used for cross-promotional purposes within your organization or as examples for other clients. In the latter instance, your written approval to provide with your organization's name recorded will be obtained prior to release of the proposal.

During the course of our program design, development, and delivery it may be necessary for representatives of our organization to gather information considered confidential to your organization. Prior to doing so your organization will have the option of requiring our representative(s) sign a confidentiality agreement. This option is at your request only and is not an automatic inclusion in our work and contracting documentation.

Upon completion of our work effort, we may request testimonial statements from key involved parties. These testimonials will be for the purpose of further promotion of our organization and will only be reproduced with written approval from the author. Written approval by the author will presume authority within your organization to give such approval for release of the testimonial either in print or electronic form.

Web Site Contact

We do not automatically gather any personal information from you, such as your name, phone number, e-mail or address when you visit our site. This information is only obtained if you supply it voluntarily, usually through contacting us via e-mail, telephone or personal contact.

When you submit an enquiry we will require you to provide your address, phone number and e-mail address of a prime contact in order to respond.

Protection of Your Information

Any personal information you do provide is protected under the federal Privacy Act. This means that, at the point of collection, you will be informed that your personal information is being collected, the purpose for which it is being collected and that you have the right of access to the information.