

INDUSTRIAL ARTS INSTITUTE PRIVACY AND COMMUNICATIONS PERMISSIONS POLICY

Ensuring Your Information Stays Protected with Our
Commitment to Privacy



Introduction

The Industrial Arts Institute (<https://iaiiworks.com>) is dedicated to safeguarding the privacy of our students, staff, and visitors. Our Privacy and Communications Permissions Policy outlines how we collect, use, disclose, and protect your information. By using our services, you agree to the terms outlined in this policy.

Information We Collect

We gather various types of information to enhance and provide our services effectively:

Personal Information

- **Contact Information:**
 - Name, address, email, and phone number.
- **Demographic Information:**
 - Age, gender, and educational background.
- **Enrollment Details:**
 - Course selections, attendance records, and academic performance.

Non-Personal Information

- **Technical Data:**
 - IP address, browser type, and operating system.
- **Usage Data:**
 - Pages visited, time spent on our site, and navigation paths.

How We Use Your Information

We utilize the information collected for several purposes:

- **To Provide Services:**
 - Facilitate course enrollments, manage student records, and communicate with stakeholders.
- **To Improve Our Offerings:**
 - Analyze usage patterns to enhance course content and user experience.
- **To Comply with Legal Obligations:**

- **Meet regulatory requirements and respond to lawful requests.**

Information Sharing and Disclosure

We do not sell or rent your personal information to third parties. Your information may be shared with:

- **Service Providers:**
 - **Trusted partners who perform services on our behalf, such as payment processing and IT support.**
- **Legal Authorities:**
 - **If required by law or in response to legal proceedings.**

Data Security

We prioritize the protection of your information and implement stringent security measures, including:

- **Encryption:**
 - **Secure data transmission via SSL/TLS protocols.**
- **Access Controls:**
 - **Restricted access to personal data to authorized personnel only.**
- **Regular Audits:**
 - **Routine assessments to ensure data protection measures are effective.**

Your Rights

You have certain rights regarding your information, including:

- **Access:**
 - **Request access to your personal data.**
- **Correction:**
 - **Request corrections to any inaccuracies in your data.**
- **Deletion:**
 - **Request the deletion of your personal data, subject to legal retention requirements.**

Changes to This Privacy Policy

We may update this Privacy Policy to reflect changes in our practices or legal requirements. We will notify you of any significant changes through our website or direct communication.

Communication Permissions Policy

Consent to Communicate

By engaging with the Industrial Arts Institute, you give us permission to reach out using the contact information you have provided. This includes communication through:

- **Phone:**
 - We may contact you via your provided phone number for important updates, notifications, or inquiries related to your involvement with the Institute.
- **USPS Mail:**
 - We may send official documents, promotional materials, or correspondence through postal mail to your provided address.
- **Email:**
 - We may use your email address to send newsletters, event information, academic updates, and other relevant communications.
- **Text Messaging:**
 - For your convenience, we may send text messages to your mobile number for urgent alerts, reminders, or brief notifications.

Managing Your Communication Preferences

You have the right to manage how we communicate with you:

- **Opt-Out:**
 - You can choose to opt-out of certain communication methods if you prefer not to receive messages through a specific channel.
- **Preference Updates:**
 - You can update your contact information or communication preferences at any time by contacting us at tward@iaiworks.com or (989) 733-4369.

Ensuring Your Privacy

We are committed to using your contact information responsibly and ensuring your preferences are respected. Our communications will adhere to this Privacy Policy, ensuring your data is used solely for the purposes outlined and not shared with unauthorized parties.

Contact Us

If you have any questions or concerns about this Privacy and Communications Permissions Policy or the handling of your information, please contact us at:

Industrial Arts Institute

Email: tward@iaiworks.com

Phone: (989) 733-4369

Thank you for trusting the Industrial Arts Institute with your information. We are committed to safeguarding your privacy and providing a secure experience.