



## **Privacy Policy**

ATS values your privacy and is committed to protecting your personal information. This Privacy Policy explains how ATS collects, uses, and protects the data you provide.

We may update this Privacy Policy from time to time. Any changes will be posted on our website, and current participants will be provided a copy via the email they registered with.

## **We Collect Some Information of Yours**

We collect the following information when you sign up for our services:

- Personal: First and Last Name, Phone Number, Email
- Courses you enrolled in and information about how you use our products
- Payments you have made
- Business: Name, Phone Number, Email

## **How We Use Information Collected**

We use your information for these purposes:

- To communicate orientation information with ODDS.
- To invoice and issue refunds via PayPal.
- To enroll you as a participant in testing via Synap.
- To send you Certificates of Completion via Outlook.
- To offer customer support
- To fulfill State and Federal requirements as needed

## **How Long Your Information is Retained**

We will keep your personal and business information, including course information and payment history, for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required by law.

## **International Data Transfers**

ATS uses Synap a company based out of Leeds, United Kingdom. Your personal data may be transferred to and processed in Leeds, United Kingdom, where those servers are



located. By providing us with your personal information, you consent to the transfer of your data to countries outside your home country, which may not have the same data protection laws as your country of residence.

### **Sharing Your Information**

We do not offer your personal information without your consent. Your phone number and email information will not be shared with third parties outside of the MAO contract, including Oregon state departments and companies contracted to provide the MAO service.

Your participant record will remain on file at ATS, you can request a copy of non-curriculum, non-testing information at any time.

### **Securing Your Information**

In the event of a data breach you will be notified within 72 hours, particularly if any personal information is compromised.

We protect your information with multiple security layers, including:

- Trusted software and IT experts- Cogent IT.
- Cybersecurity insurance for unauthorized access, loss, or misuse- Cincinnati Insurance.
- Secure servers backed up hourly- Microsoft.
- Hardware that is password protected with firewalls.
- Multifactor authentication for added security.

### **Agreement**

By using our website or enrolling in our services, you agree to the terms in the Privacy Policy.

By using our services, you agree to the terms outlined in this policy and you have read and understand this Privacy Policy.

For questions, please contact ATS at **MAO@abilityts.com** or call **503-560-9980**.