

Collection, Use and Sharing of Personal Information  
for  
REALIZE! The National Online Forum for EAL/ESL Professionals

*Collection*

English Online Inc. collects personal information related directly to and needed by English Online for the purposes of REALIZE! Forum registration, participation and/or presentation. Providing personal information to English Online is voluntary; however, access to REALIZE! Forum links, event notices or consideration for presentations will require participants and/or presenters to complete the registration and/or submission process.

English Online limits the collection of personal information for REALIZE! Forum registration or presentation submissions to: name and email and geographical information such as town/province and country. Additional fields for registrants are optional but will help English Online better understand REALIZE! Forum attendee's needs and aids our ability to target our REALIZE! Forum for the community and produce future Professional Development events. REALIZE! Forum presenters are required to provide additional information on their presentation content and context in order to be considered in the REALIZE! Forum program.

*Use*

By agreeing to the privacy and collection of information statement, you give English Online your consent to add your email address to REALIZE! Forum update/notification list which will notify you by email when the REALIZE! Forum program is published and other English Online announcements and news. You may opt out of this notification list at any time by clicking the *Unsubscribe* link at the bottom of the email. English Online may also connect with you via the optional social media information you provide. Information provided in REALIZE! Forum submissions will be considered for acceptance by REALIZE! Forum committee members. Successful submissions will be included in REALIZE! Forum material, in various formats and online sites/mediums. Presenters agree and acknowledge that their contact information, social media links, bios and presentation abstract and descriptions will be included on REALIZE! Forum related mediums/media.

By agreeing to the privacy and collection of information statement participants/presenters also acknowledge that all REALIZE! Forum sessions will be recorded. By taking part in any of the REALIZE! Forum sessions you are aware and consent that you will be recorded. Recordings remain the property of English Online, and will be made accessible after the REALIZE! Forum. English Online will also provide information on aggregated data responses.

*Sharing*

English Online treats data with care and respect. We will not share, sell or distribute your personal information with anyone or use your information in any way except as detailed in this Collection, Use and Sharing of Personal Statement, without your permission. Though we make reasonable effort to preserve your privacy we cannot ensure that all personally identifiable information will never be disclosed in ways not otherwise described in this Collection, Use and Sharing of Personal information Statement.

This Collection, Use and Sharing of Personal Information Statement may be updated in the future. If you have any questions about English Online's Collection, Use and Sharing of Personal Information please contact the Executive Director, Unit 101-110 Princess Street, Winnipeg, MB R3B 1K7, [bjamieson@myenglishonline.ca](mailto:bjamieson@myenglishonline.ca) (updated: June 19, 2014)