



## Booking Terms and Conditions

### 1) **Booking a Workshop**

Workshops may be booked on-line at: [www.tmbuk2edu.ca/steamlabs-schools](http://www.tmbuk2edu.ca/steamlabs-schools)

While every effort will be made to fulfill requests, exact requests may at times be unattainable.

### 2) **Payment for Completed Workshop**

Schools are responsible for full payment of workshop fees upon receipt of an invoice from TMBUK2 Education following the completion of each workshop.

### 3) **Rescheduling a Workshop**

If a workshop cannot take place as scheduled, we will make every effort to reschedule the workshop.

### 4) **Cancellation of a Booked Workshop**

When you book a S.T.E.A.M. Lab with TMBUK2 Education, that time is reserved for you. We ask that you provide as much time as possible to cancel a workshop. A minimum of two business days (48 hours) is required to cancel a S.T.E.A.M. Lab or your school will incur the full cost of the workshop.

### 5) **Workshop Implementation**

While TMBUK2 workshop facilitators are confident and experienced when working with youth, teachers and educators of the booking institution are expected to remain present for the entire duration of the S.T.E.A.M. Lab to ensure all learners are compliant, respectful and optimally engaged. Educators are encouraged to participate and/or observe their group as they engage in the S.T.E.A.M. Lab.



# TMBUK2 Education's Privacy Policy

At TMBUK2 Education the protection of the privacy and confidentiality of any personal information we collect remains a core value.

The TMBUK2 Education website holds three main purposes: (1) To serve as a tool to inform users about the organization and its programs; (2) to give educators, parents, community organizations and individuals an opportunity to become involved with our organization; and (3) to help maintain strong relationships with schools, educators, parents, corporations, government agencies, community groups, supporters and any others who share our passion for using S.T.E.A.M. to inspire and educate young people.

In using the website you may, if you choose to do so, provide your name, contact information and other information for purposes related to accessing our services. In return, we strive to be accountable and transparent in how we treat the information you choose to share with us.

TMBUK2 Education complies with applicable privacy legislation, and has developed the following privacy principles applicable to processing personal information:

## Collection of Personal Information

Collection of personal information is conducted in a fair and lawful manner, and with your express or implied consent. Consent is implied when you voluntarily submit your information to us, for example when you email us, subscribe to our mailing lists, respond to a survey, or submit a S.T.E.A.M. Lab request. In such cases, the information that you submit will only be used and disclosed to accomplish the purposes for which you submitted it and reasonable related purposes.

## Use of Personal Information

Personal information that TMBUK2 Education collects is used only for the purposes for which it was collected as well as to serve you better. With respect to the latter, TMBUK2 Education aims to keep schools, educators, parents, corporations, government agencies, community groups and any others who share our passion for S.T.E.A.M. education, informed of program activities by mailing or emailing occasional updates such as newsletters, program catalogues, or invitations to participate in surveys and contests. TMBUK2 Education keeps its stakeholders informed of donor opportunities by mailing or emailing them



occasional updates and appeals for support. If at any time you would prefer not to receive mail and/or email from TMBUK2 Education, please tell us and we will honour your request.

## Access to Personal Information

Procedures are in place to ensure that access to information is limited only to authorized personnel. TMBUK2 Education employees who have access to personal information are well-versed on the procedures that must be taken to safeguard the confidentiality of personal information.

## Protection of Personal Information

We strive to ensure that the integrity of your information is maintained, and to prevent its being lost, destroyed or improperly accessed. Please note, however, that no data transmission over the Internet is completely secure. Therefore, we cannot guarantee or warrant the security of any information you provide to us, and that you transmit such information to us at your own risk.

- **Disclosure of Personal Information:** Personal information collected by TMBUK2 Education is not disclosed or shared more widely than is necessary to achieve the purposes for which it was collected. We do not sell or rent personal information to any third parties. However, information may be disclosed without consent where permitted or required by law, including in response to a legal obligation such as a lawful disclosure order.
- **Employees, Volunteers and Contractors:** Personal information about our employees, volunteers and contractors is only collected, used and disclosed for purposes directly related to our relationship with such persons. For example, the name and contact information of presenters will be used by TMBUK2 Education to communicate with such individuals about planned or potential sessions, and such information may also be provided to teachers, parents or other employees at schools, in communities or any place where the individual has scheduled a presentation. In addition, TMBUK2 Education collects personal information about employees and independent contractors for the purposes of: verifying their identity (e.g., viewing drivers' license or other identity document); ensuring the safety of students with whom they may come into contact (e.g., criminal and vulnerable person checks); and administering payments (e.g., Social Insurance Numbers).
- **Surveys and Contests:** When you respond to a survey or enter a contest, you provide TMBUK2 Education with answers, opinions and other potentially personal information. Your survey responses may be used for promotional purposes such as testimonials, but will omit any unnecessary or personal information. We may also use your suggestions and opinions to improve our programs and services. Personal information submitted in connection with contests will be used for the purpose of awarding a prize. When you participate in either a survey or contest, we may send you information about our organization



that we believe may be of interest, as well as materials related to our fundraising efforts. If at any time you would prefer not to receive mail or email from TMBUK2 Education, you can contact us using the contact information provided below, and we will honour your request.

- **Cookies:** Like many other websites, we use cookies to better understand how our viewers are using our website so that we may better support you. A “cookie” is a small line of data that is sent to your Internet browser from a web server and stored on your computer’s hard drive. Cookies can track how and when you use a site, and which site you visited immediately before. A cookie does not damage your system and identifies your browser, not you personally. If you do not wish to receive a cookie, you may set the options in your web browser accordingly, however, this may impact some of the functionality of our site.
- **Retention of Personal Information:** TMBUK2 Education retains personal information for the period that it is required for the purposes outlined above. Once the information is no longer required for such purposes, or other lawful purposes, it will be destroyed, erased or made anonymous. If you do not want TMBUK2 Education to continue collecting, using, storing or disclosing your personal information, you may contact us using the information set out below. Please note, however, that TMBUK2 Education may retain all or portions of your information as necessary for legal purposes, including for the period required to comply with any applicable legal standards or for sharing opportunities, promotions, catalogue updates or any material that may be reasonably related to the initial purposes of collecting that information.
- **Updating Personal Information:** We do not routinely update personal information unless necessary. However, if our records are inaccurate or incomplete, we will correct your personal information at your request. Please note, however, that there may be times when we are unable to fulfill your request, such as when there is a dispute with respect to the accuracy of your personal information.
- **Questions, Concerns and Access Requests:** If you have questions, concerns or problems about privacy or confidentiality, we encourage you to let us know. We will follow-up with your questions, concerns or requests within 15 business days. You may also request access to your personal information. Please note, however, that there may be times when we are unable to fulfill your request, such as when providing access to your personal information would reveal confidential information or personal information about a third party (and we are unable to separate your data), or in other circumstances where we are permitted or required by law to refuse access.
- **Contact Us:** If you have any privacy concerns, please contact us at:  
TMBUK2 Education  
Brampton, Ontario  
647-956-3896

## Amendments to this Policy



We regularly review our privacy practices to ensure that we are in compliance with applicable privacy legislation while simultaneously maintaining your trust in us. This policy may be changed from time to time in our quest for continuous improvement. Any changes to our policy will be reflected in this posting and your continued use of this site will mean you accept those changes.

For additional important terms and conditions related to TMBUK2 Education's website, please see our Terms of Use.

## Terms of Use

### Use of Website or External Links

TMBUK2 Education is not responsible in any manner for direct, indirect, special or consequential damages, however caused, arising out of your use of this website and/or any web browser, including any damages you may suffer if you transmit confidential or sensitive information to us or if we communicate such information to you at your request over the Internet.

There are links on the TMBUK2 Education website to other sites outside of our service. These are provided solely for your convenience. The operation and content of such third party websites is beyond our control, and we do not endorse in any manner or accept any liability for the content or other materials that may be contained on, or sold through, such websites.

### Information

TMBUK2 Education endeavors to ensure that all information on this website is accurate, complete or current at all times. However, information is provided for informational purposes only and TMBUK2 Education cannot guarantee the accuracy, completeness, appropriateness for a particular purpose or non-infringement of proprietary rights regarding any information, materials or other documents, which are on, or referenced by, or linked to, the TMBUK2 Education website.

Under no circumstances will TMBUK2 Education or any of its officers, directors, employees, affiliates, sponsors, or any other TMBUK2 Education stakeholder involved in creating, producing, or distributing TMBUK2 Education's content or services be liable for any direct, indirect, incidental, special, or consequential damages (including but not limited to loss of profits, goodwill, use of data or other intangible losses) that result or arise from (a) the use of and reliance on the TMBUK2 Education website or the information thereon, (b) the inability to use the TMBUK2 Education website, (c) mistakes, omissions, interruptions, suspension, termination, deletion of files or email, errors, defects, viruses, delays in operation



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Because some jurisdictions do not allow the restriction, exclusion or limitation of liability, in such jurisdictions liability is limited to the fullest extent permitted by law. If you are dissatisfied with any portion of TMBUK2 Education's website or with any of these terms of use, your sole remedy is to discontinue using TMBUK2 Education's website.

### **Intellectual Property Rights**

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