



PRIVACY POLICY

Effective: January 1, 2009

Jones Institute realizes that the means in which your personal information is used and shared is delicate. We appreciate your trust in that we will do so carefully and sensibly. This notice describes our privacy policy. By visiting www.jiscs.com or www.jonesinstitute.com you accept the practices described in this Privacy Notice.

What personal information do we gather?

The information we gather from customers helps us personalize and continually improve your experience with Jones Institute. Here are some examples of information we gather.

Information You Give Us:

We receive and store information you enter on our website in order to set up a user account. We use the information you provide for such purposes as responding to your requests, generating course materials, improving our itineraries and communicating with you.

Validation of CEU History:

We are required by state boards to validate any CEU inquiries we are given therefore, Jones Institute stores your basic personal information for this purpose.

E-mail Communications:

We use e-mail communication in order to deliver information regarding course registrations and purchases immediately after the transaction has occurred. You will be notified of any changes in status of your transaction i.e. receipt of payment, cancellation, when product purchased has shipped and our newsletter that goes out 2-3 times a year.

Does the Jones Institute share personal information?

No. Information about our customers is an important part of our business, and we are not in the business of selling it to others. Again, we do not sell, trade or give away your information.

'Search For Practitioner' Feature:

On our website we offer this feature which allows visitors to look up practitioners by city, state, zip code, name and/or level of training. Once you have a registered user account you may ask to become a part of this referral database. This is a voluntary choice by the practitioner. Only the practitioners name, work telephone, city, state and level of training show to the searching party. If you would like to be on this list and have completed a minimum of two SCS courses, please contact Jones Institute to be added to this online feature.

How secure is information about me?

We work to protect the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information you input.

We reveal only the last four digits of your credit card numbers when confirming an order.

It is important for you to protect against unauthorized access to your account password and your computer.

Unless stated otherwise our privacy policy applies to all information we gather. Our privacy notice was put in place to protect our customers and communicate to them that we will keep their information safe and confidential.

Jones Institute reserves the right to amend this policy without notice at anytime.