



ZENGAR INSTITUTE: PRIVACY POLICY

Privacy Policy and Commitment
to Protecting Your Privacy

Zengar Institute Inc.

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We value your business and thank you for your confidence in choosing NeuroOptimal®. As our customer, you trust us with your personal information. We respect that trust and want you to be aware of our commitment to protect the information you share over the course of doing business with us. On January 1, 2004 the Federal Personal Information Protection & Electronic Documents Act came into effect. This Act requires that we protect the confidentiality of your personal information and obtain consent for any use of your personal information outside of that needed for carrying on our business.

How We Collect, Use and Disclose Your Information

In order to enable Zengar Institute Inc. to provide you with products and services, access to sensitive information is required. We rely on your implied consent for our staff to use this information in an appropriate manner for the following purposes. We may use / disclose this information in order to:

- Communicate with you
- Process orders
- Prepare and send out invoices and statements
- Enable us to collect and process payments
- Assess your application for credit
- Administration
- Detect and prevent fraud
- Analyze business results
- Act as required or authorized by law

Who we disclose your information to

We will provide your personal information for the purposes identified and to those you have authorized us to release the information to. Subject to legal and contractual obligations and restrictions, if you do not want your information shared please contact our office in writing so that your file can be properly noted. Zengar Institute will maintain your personal information as accurate, complete and up-to-date as provided by you. We do not divulge or sell your information to other organizations.

We Strive to Protect Your Personal Information

All employees and consultants, who are granted access to customer records understand the need to keep this information protected and confidential. They know they are to use the information only for the purposes intended. This expectation is clearly communicated in non-disclose agreements signed at the start of their tenure. We've also established physical and systems safeguards, along with the proper processes, to protect customer information from unauthorized access or use.

Your Privacy Choices

As a valued customer, you have the right to access and correct your personal information. You may refuse to allow us to obtain, use or share your personal information, and you can withdraw previously given consent at any time. However, by doing this, you may be limiting or even preventing our ability to provide you with the product or service you desire.