

# Privacy Policy

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Up-Beat First Aid & Safety Training will not share any names, dates, addresses, phone numbers or any private information with anyone outside of our training business.

All documentation with private information will be filed and kept for a minimum of three (3) years in a secure location.

All credit card information will **not** be kept on file.

All certificates will be presented to the student, unless prior arrangements have been made.

All student feedback forms that are given at the end of every class are completed voluntarily and are kept anonymous. These forms are handed in to management to review at the end of each class and are used to improve the quality of our classes and instructors.