



# Dorson Privacy Policy

Dorson Vocational Training Institute, Inc., ("Dorson") is committed to protecting the privacy of our website visitors as well as the privacy of our students, trainers, and clients. This privacy statement describes the type of information which may be collected from visitors to Dorson's websites. Dorson does not sell or rent website visitor information and does not share website visitor information except as compelled by law. This privacy statement is updated as necessary to reflect current collection methods and usage of website visitor information.

Dorson also complies with the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of education records except in limited circumstances (i.e., with the student's permission, to parents of dependent students, and in response to a valid court order). For more details on FERPA, see our Privacy and Release of Student Education Records Policy.

Dorson does not knowingly collect website visitor information from children or minors as defined by the Children's Online Privacy Protection Act (COPPA).

## INFORMATION COLLECTED AND STORED AUTOMATICALLY

If you visit our website, we automatically gather and store the following information about your visit. Dorson collects website visitor information to best serve audiences by optimizing and personalizing visitor experiences in both digital and physical spaces, manage a visitor relationship with the Dorson, foster/promote further communications, gauge communication effectiveness, gain insights into user-behavior and preferences, track interests, identify errors and issues, and conduct market research.

Type of information collected:

- The IP address from which you access our website
- The name of the domain from which you accessed the internet
- The type of browser and operating system used to access our website
- The date and time you access our site
- The pages, files, documents, and links that you visit
- The internet address of the website from which you linked to this website
- Technical information from the device used to access our website
- Errors encountered

Dorson Vocational Training Institute, Inc. may collect and store personal identifying information, such as name, username, email address, IP address, social network account information and activity, mailing address, and telephone numbers.

Dorson Vocational Training Institute, Inc. may use network, server, and browser technologies to collect website visitor information, including the following:

- Cookies
- Scripts
- Server logs
- Custom URL parameters
- Tracking images
- Information and correspondence submitted voluntarily by visitors via forms, comments, and chats



# Dorson Privacy Policy

## COOKIES

In addition to information collected automatically, we may also collect cookies, which is a small text-based file placed on your device after you visit a website. We use different types of cookies to:

- Help us learn more about how people use our websites, so we can make our sites more useful
- Deliver content that is meaningful to you while you are on our website
- Deliver advertising about Dorson to you after you leave our website
- Discover if the links provided in our emails are useful to you
- Transfer information you have selected from one page to another page you visit on our site
- Operate the functionality of our website as planned
- Conduct other similar or related activities

Many content adjustments and customer service improvements are made based on the data derived from cookies. You may set your browser to refuse cookies from any website that you visit. If you so choose, you may still gain access to most of the Dorson's website, but you may not be able to take advantage of some of the interactive elements offered.

## IF YOU SEND US PERSONAL INFORMATION

The Dorson website will only collect personal information which you knowingly and voluntarily provide by, for example, sending emails; completing forms; registering for classes, events, or other programs; responding to surveys; and ordering merchandise. We may contact you to provide information about Dorson activities, programs, membership, development opportunities and special events that may interest you.

Dorson will only share information about you to other parties when one or more of the following conditions apply:

- We have your consent to share the information.
- We need to share your information to provide the service or product you requested.
- We need to send your information to companies who work on behalf of Dorson to provide a service or product to you.
- We need to respond to subpoenas, court orders, or any other legal process.
- We find it necessary to protect and defend the legal rights and/or property of Dorson.

## THIRD PARTIES

Dorson may contract and partner with external third parties to place ads on websites not affiliated with Dorson. These non-affiliated sites may send and share visitor information and browsing behavior, collected in accordance with their own privacy policies, with Dorson. These third-party websites may also display advertisements to previous visitors of Dorson.



# Dorson Privacy Policy

## LINKING

Within the Dorson website there are links to non-Dorson websites. When you link to third party websites, you leave our website and no longer will be subject to our Privacy Statement. Dorson is not responsible for the privacy practices nor the content of non-Dorson websites, and such links are not intended to be endorsements of non-Dorson websites or their content.

## COMMENTS

If you have questions or comments about this Privacy Statement, please email us at [info@DorsonVTI.com](mailto:info@DorsonVTI.com)



# Dorson Privacy Policy

# Dorson Grievance Procedures

Please use this form to file a complaint based on disability in the provision of services, activities, programs, or benefits.

Please submit this form to the ADA Coordinator, Sonia Scott, who can be reached at (973) 676-6300.

## COMPLAINANT INFORMATION

Name: Click or tap here to enter text.

Home Phone: Click or tap here to enter text.

Home Address: Click or tap here to enter text

Email: Click or tap here to enter text

1. **Your claim is made against:**

School Location: Click or tap here to enter text

Name: Click or tap here to enter text      Title: Click or tap here to enter text

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text

2. **Location(s) and date(s) of the circumstances giving rise to your complaint:** Click or tap here to enter text.

Click or tap here to enter text

Are the circumstances of your complaint continuing?

☐ Yes ☐ No

3. **Please describe the alleged denial of services, activities, programs or benefits and your reason(s) for concluding that the conduct was discriminatory. Please include the name(s) of witnesses, if any, and attach supporting data, if available.**

Click or tap here to enter text

4. **Have you filed a claim regarding this complaint with a federal, state, or local government agency?**

☐ Yes ☐ No

5. **Have you hired an attorney with respect to the allegations in the complaint?**

☐ Yes ☐ No

6. **C. Have you instituted a legal suit or court action regarding this complaint?**

☐ Yes ☐ No

7. **This complaint form was completed by:**

☐ ADA Coordinator ☐ Complainant

SIGNATURE: \_\_\_\_\_

DATE: Click or tap here to enter text

