

## PATHWAYS TO TEACH CANADA – PRIVACY POLICY

Last updated: October 15, 2024

### 1. GENERAL

Welcome to [www.pathwaystoteach.ca](http://www.pathwaystoteach.ca) (the “**Website**”), provided by The Corporation of the Council of Ministers of Education, Canada (collectively, “**CCMEC**,” “**we**,” “**us**,” or “**our**”), an intergovernmental body duly incorporated pursuant to the laws of Ontario. This Privacy Policy describes how we collect, use, and disclose the personal information of visitors, clients, members, and other users of the Website (collectively, “**users**,” “**you**,” or “**your**”). All collection, use, and disclosure of your personal information by CCMEC is carried out in accordance with applicable Canadian privacy laws, such as the *Personal Information Protection and Electronic Documents Act* (“**PIPEDA**”), and with the European Union’s General Data Protection Regulation (“**GDPR**”), if applicable. Please read this Privacy Policy carefully prior to using the Website.

### 2. CONSENT

Your use of the Website or Services (defined in Section 3) constitutes acceptance of and agreement with this Privacy Policy. If you do not accept this Privacy Policy, you are not permitted to use the Website or Services. Your consent to our use of your personal information can be withdrawn at any time by following the directions in Section 13 (Your Rights) . Withdrawal of consent may adversely impact our ability to provide the Services.

### 3. SERVICES

We provide content, resources, and services to users of the Website (collectively, “**Services**”). Services include (without limitation) Pathways to Teach Canada (“**Pathways**”). Pathways is a service offered by CCMEC which allows for a single point of entry for internationally educated teachers (“**IETs**”) to apply for certification in participating provincial and territorial regulatory bodies for the teaching profession in Canada (“**Regulatory Bodies for the Teaching Profession**”). IETs who wish to use Pathways must create an account on the Website (an “**Account**”).

Pathways assesses the credentials and language competency of IETs. The language competency of IETs is assessed using the Language Competency Assessment for the Teaching Profession (“**LCATP**”).

The LCATP is administered using licensed third-party software, and it is proctored remotely in real-time by a third-party proctoring services provider. IET Credential Assessments are carried out by a third-party Credential Assessment and verification service provider.

The results of the Credential Assessment and the LCATP will be shared with the Regulatory Body or Bodies for the Teaching Profession in which the IET wishes to obtain certification. Each

Regulatory Body for the Teaching Profession will reach a decision on certification for the teaching profession in the province or territory over which they maintain jurisdiction.

#### **4. PURPOSES OF COLLECTION, USE, AND DISCLOSURE**

We collect your personal information for the following purposes:

Providing and administering the Services. The provision and administration of Pathways as a service requires collection, use, and disclosure of personal information.

The purposes of collection are to gather personal information for identification of you as an applicant and for the assessment of your credentials and language competency or to reply to your questions related to the Services.

The purposes of use are to reply to your questions related to the Services and to effectively assess your credentials and language competency so that the relevant Regulatory Body for the Teaching Profession can make a decision on certification.

The purposes of disclosure are to leverage the expertise and services of certain third parties in the assessment process and to provide information to Regulatory Bodies for the Teaching Profession to allow for a decision on certification or an appeal of a certification decision that has been rendered.

Pathways does not accept appeals for Credential Assessments or certification decisions. Pathways is responsible only for rescore requests or incident appeal requests for the LCATP. If a user disagrees with the outcome of their Credential Assessment, they will be redirected to World Education Services (WES). If a user wishes to appeal a certification decision, they will be directed to the relevant Regulatory Body for the Teaching Profession. The outcome of a certification decision or appeal will be disclosed to Pathways by the relevant Regulatory Body for the Teaching Profession. Pathways may then share such outcomes with other Regulatory Bodies for the Teaching Profession for tracking and evaluation purposes. Certain aggregated, non-identifying information may be reported to the Government of Canada and otherwise used in statistical analyses in connection with evaluation of the Services.

Improving the Services and Website. Certain non-sensitive, non-identifying, and aggregated information may be collected and used for the purpose of improving the Website. Your sensitive personal information will not be used for this purpose.

Making content and resources available to users of the Website. Certain non-sensitive, non-identifying, and aggregated information may be collected and used for the purpose of content and resource creation. Once again, your sensitive personal information will not be used for this purpose.

All collection, use, and disclosure of your personal information will be carried out in accordance with the terms of this Privacy Policy and applicable laws.

## **5. TYPES OF PERSONAL INFORMATION COLLECTED**

Information that you provide to us. We collect the personal information you provide when you: request or engage with the Services, create an Account with us, complete our online forms, request information through the “Contact Us” page of the Website, leave a comment, or send us an email.

Information required for Services. We collect the personal information that you provide when you create an Account, including (without limitation): name, demographic information, address, country of origin, proof of identity, transcript(s), diploma(s), statement(s) of professional standing, teaching experience, certification(s)/authorization(s) to teach, and payment information. Certain third-party service providers that we contract in connection with the Services will also collect information related to your credentials and language-competency assessments.

Website usage information. We automatically collect certain types of information whenever you visit the Website, including (without limitation): Google Analytics data, page(s) visited, time spent on page(s), country of origin, click-stream data, IP address, internet service provider, browser, the date and time of your visit, the documents downloaded, the searches you performed, and the referring URL you came from.

Email communications. When you open emails from us, we may receive confirmation noting you opened an email. We may keep track of the emails we send you. Additionally, we keep a record of what types of emails you have opted to receive and not to receive.

## **6. HOW PERSONAL INFORMATION IS COLLECTED**

Information that you provide to us. We collect this type of personal information directly from you. While all such information is provided voluntarily by you, we may require certain personal information to provide the Services. In particular, we will require certain personal information to provide and administer Pathways.

Information provided to and by parties. In connection with the Services, you will be required to provide certain personal information to third-party service providers in relation to your credentials and language-competency assessments, including (without limitation) the results of the assessments, which will be provided to us and to the Regulatory Body for the Teaching Profession of your choice by the relevant third-party service providers.

Website usage. We track usage patterns on the Website by collecting certain non-identifying information. Each time you visit our Website, our server may record the Website usage

information listed above. We use this non-personal information to optimize your Website experience and for optimization of the Website.

Cookies. We may also employ “cookies” (a string of information that a website stores on a visitor’s computer, and that the visitor’s browser provides to the website each time the visitor returns) or similar technology that provides additional functionality to the Website and helps us analyze Website usage more accurately. Cookies allow for a personalized experience when you visit or revisit the Website. With your consent, we may use cookies to present you with relevant products or advertisements on our Website and on other websites that are based on your interests. Some cookies, like preference cookies, do not need your permission. If you do not want any cookies, you can set your browsers to refuse cookies before using the Website, but some website features might not work well without cookies.

IP address and clickstream data. We may collect your IP address and clickstream data, which we use for internal system administration. An IP address is a number that is automatically assigned to your computer whenever you access the internet. Clickstream data may include such information as the page served, the time, the source of the request, the type of browser making the request, and the preceding page viewed.

Transaction information. If you make a purchase for Services from the Website, payment is handled by a third-party payment processor that is compliant with applicable privacy laws. Credit-card numbers and CVV codes are not stored on our computers nor our servers.

## **7. USE OF PERSONAL INFORMATION**

Services. We primarily use your personal information for the purposes of providing, administering, and improving the Services. The personal information that you voluntarily provide to us is used solely in connection with the Services.

Ancillary purposes. Personal information that we collect automatically may be used for certain ancillary purposes, including (without limitation) providing, administering, and improving the Website and making content and resources available to users of the Website.

Contacting you. We may also use your personal information to contact you. In all circumstances, your personal information will be used only for the purpose(s) for which it was collected.

Purposes required by law. We may use your personal information for other purposes for which we have obtained your consent, and for such other purposes as may be permitted or required by applicable laws.

## 8. DISCLOSURE OF PERSONAL INFORMATION

We may share your personal information with others in the circumstances set out below. We use contractual and other means to ensure that your personal information remains protected.

Provision of the Services. To properly provide the Services, we will be required to share certain personal information with third-party service providers, as detailed below.

We will share non-sensitive personal information, including name and basic demographic information, with our third-party software provider to allow for registration for the LCATP within the test platform.

We will share your name, date of birth, address, email address, and identity verification information with our third-party proctoring services provider to allow for administration of proctoring services during the LCATP. Our proctoring services provider will collect your proctoring report, including details related to your LCATP session and video recordings of you, and share this personal information with us in connection with proctoring services rendered during the LCATP.

We will share your name, date of birth, address, email address, and identity verification information with our third-party Credential Assessment services provider to allow for assessment of your teaching credentials. Our Credential Assessment services provider will also collect the following information from you (without limitation): your place of birth, preferred language, telephone number, educational credentials relating to secondary and postsecondary studies, professional certification(s) and teaching experience, and they will share this personal information with us in connection with the Credential Assessment services rendered for Pathways.

We will be required to share some or all of the above categories of personal information that we collect in connection with Pathways with the Regulatory Body for the Teaching Profession in the province or territory in which you wish to obtain certification. We share this personal information for the purpose of allowing the Regulatory Body for the Teaching Profession to make a decision regarding your certification.

Improvement of language competency assessments. Certain third-party consultants may be contracted to improve language competency assessments used for the Services. Your anonymized responses to such assessments will be shared with these third-party consultants for evaluation and improvement.

Agents. We employ other businesses and contractors to perform functions on our behalf, which include Website analysis, data analysis, and credit-card payment processing. These entities have access to your personal information only to the extent required to perform their various functions in accordance with this Privacy Policy and applicable laws.

Legal process. Your personal information may be disclosed pursuant to applicable laws, court orders, or legal process, which may occur with or without notice to you.

If we otherwise intend to disclose your personal information to a party, we will identify that party and the purpose for the disclosure and obtain your consent.

## **9. LOCATION OF YOUR PERSONAL INFORMATION**

Your personal information may be stored and processed in Canada and in any country where we engage third-party service providers. As a result, your personal information may be transferred outside your jurisdiction, and to other jurisdictions which may have different data protection rules. For the duration that your personal information is outside of your jurisdiction, it is subject to the laws of the jurisdiction in which it is located, and it may be subject to disclosure to the governments, courts, or law enforcement or regulatory agencies of such other country, pursuant to the laws of such jurisdiction. For example, certain service providers may store information in the United States of America, and accordingly, your personal information may be available to American governments or agencies under a lawful order, irrespective of the safeguards we have put in place for the protection of your personal information.

However, our practices regarding your personal information will at all times continue to be governed by this Privacy Policy and by applicable laws. Before communicating your personal information outside of your jurisdiction, we will implement appropriate safeguards to provide an adequate level of protection of your personal information.

For written information about our policies and practices regarding service providers outside of Canada, contact our Privacy Officer. See Section 15 (Contact Details).

## **10. PROTECTION OF PERSONAL INFORMATION AND BREACH OF SAFEGUARDS**

Security measures. We have implemented appropriate technical and organizational security measures against loss or unlawful processing of your personal information. We use standard, industry-wide, commercially reasonable security practices to protect your information. In addition, we have taken steps to ensure that the only personnel who are granted access to your personal information are those with a business need-to-know or whose duties reasonably require such information.

Disclaimer. However, as effective as our practices are, no security system is impenetrable. We cannot guarantee the security of our database, nor can we guarantee that information you supply will not be intercepted while being transmitted to us over the internet. Any transmission of information by you to us is at your own risk. All payments are made through a third-party payment processor that is subject to applicable regulations that govern Canada's payment industry.

Security breach. In the event of a security breach involving your personal information, if there is a risk of significant harm to you or any other individual, we will promptly report the breach to (a) you and (b) the Office of the Privacy Commissioner of Canada in accordance with PIPEDA.

## **11. RETENTION OF PERSONAL INFORMATION**

In connection with the Services, we retain your personal information as long as necessary to fulfill the purposes for which that personal information was collected and as permitted or required by law, and in any case, for a minimum of six (6) months from the commencement of the application process. In addition, we retain your personal information for a reasonable period of time following a certification decision by a Regulatory Body for the Teaching Profession, so that we may, with your consent and following any required payment, share your personal information with Regulatory Bodies for the Teaching Profession in other provinces or territories. Once a certification decision has been made, you may request that we continue to retain your personal information to allow for continued or future provision of the Services, including in relation to certification in another province or territory.

If you do not request continued retention of your personal information, we will destroy, erase, or anonymize such information, once it is no longer required (a) to comply with a legal obligation; (b) to pursue our legal rights and remedies; (c) for an appeal process; (d) to facilitate your occupational mobility rights; or (e) for any other purpose identified in this Privacy Policy.

We may retain certain aggregated, non-identifying information indefinitely for evaluation, reporting, and statistical analysis related to the Services.

## **12. MARKETING**

You may opt in to receive marketing communications from us, in which case, we may use your contact details to send you general updates regarding our news and the Services. You may opt out of receiving these updates at any time by following the opt-out instructions in the email, in particular by clicking the “unsubscribe” link at the bottom of any email you receive from us.

## **13. YOUR RIGHTS**

Right to access. Upon request, you will be informed of the existence, use, and disclosure of your personal information that is under our custody, and you will be given access to such personal information. Certain exceptions may apply. For example, we may not provide copies of language competency tests to you to protect the legitimacy of such tests. We will, however, provide you with the results of your test. Under certain circumstances, you may request that we transmit your personal information directly to you or to another organization, in a structured, commonly used, and machine-readable format, and we will comply where reasonably practicable.

Right to rectification. You may challenge the accuracy and completeness of your personal information and request that it is amended as appropriate.

Withdrawal of consent and erasure. You may also withdraw your consent to the collection, use, or disclosure (or two or more of the foregoing). Under certain conditions, and subject to applicable laws, you may request erasure of your personal information. In such circumstances, we may no longer be able to provide the Services. If we are no longer able to provide the Services, we will inform you that the Services are terminated. Any refunds for Services not completed upon termination are subject to the Terms of Use and relevant policies.

Finally, you have also the right to lodge a complaint with the relevant data protection authority.

Any requests or directions with respect to your personal information should be provided to our Privacy Officer using Section 15 (Contact Details).

## **14. OTHER**

External links. This Privacy Policy applies only to the Website and not to any advertisers, sponsors, or other third-party websites that may be linked. We have not reviewed all of the websites linked to the Website, and we are not responsible for the contents of any such linked websites. These other websites may or may not have their own published privacy policies. If you visit a website that is linked to the Website, you should review that website's privacy policy before providing any personal information to them. The inclusion of any link does not imply endorsement by us. Use of any such linked website is at your own risk.

This section does not apply to those third parties with whom we share or receive your personal information pursuant to contract. We will ensure that such third parties (a) limit use and disclosure of your personal information to what is required in connection with the Services and (b) implement appropriate safeguards to protect your personal information in a manner consistent with this Privacy Policy and with applicable privacy laws.

Minors. We do not intentionally collect any personal information from children. Any use of the Website by children or minors must be supervised by a parent or guardian. The parent or guardian is responsible for all actions taken in connection with the Website by their children.

Governing law. This Privacy Policy, the subject matter herein and all related matters will be governed by, and construed in accordance with, the laws of the Province of Ontario and the laws of Canada applicable in Ontario.

Changes to this Privacy Policy. We may update this Privacy Policy from time to time to reflect changes to our information practices. We encourage you to periodically review this page for the latest information on our privacy practices.

## **15. CONTACT DETAILS**

If you have questions, comments, or concerns regarding our Privacy Policy, or if you'd like to exercise your rights with respect to your personal information, you can reach out to:



Attn: Chantale LeClerc, Privacy Officer  
416-962-8100  
privacyofficer@cmec.ca  
95 St. Clair Ave. West, Suite 1106  
Toronto, Ontario M4V 1N6  
Canada

You can also contact us through the “[Contact Us](#)” page available on the Website.

If you are not satisfied by our response, you can contact the Privacy Commissioner of Canada:

Office of the Privacy Commissioner of Canada  
30 Victoria Street  
Gatineau, Quebec K1A 1H3

## **16. GDPR COMPLIANCE**

The European Union (EU) has implemented a comprehensive privacy regulation called the General Data Protection Regulation (GDPR), the intent of which is to protect the personal information of EU residents. The GDPR addresses the transfer of personal information outside of the EU, including to organizations such as Pathways to Teach Canada, an operating unit of CCMEC. To the extent that we process personal information of EU data subjects in connection with the Services, we are subject to the GDPR.

The European Commission has adopted an “adequacy decision” for Canadian organizations subject to PIPEDA. CCMEC is subject to PIPEDA, and thus in accordance with the adequacy decision, processing of personal information of EU data subjects in connection with the Services is carried out as intra-EU processing.

Notwithstanding the adequacy decision, this Privacy Policy applies to our collection, use, and disclosure of personal information of EU data subjects. In addition to the other sections of this Privacy Policy, the provisions set out below apply exclusively (to the exclusion of non-EU data subjects) to our collection, use, and disclosure of personal information of EU data subjects.

Automated decision-making. If, in connection with the Services, we must use automated decision-making, we will provide you with information about the logic involved and the significance and consequences of such processing. Under conditions set out in Article 22 of the GDPR, you have the right not to be subject to a decision based solely on automated processing that produces legal effects concerning you or similarly significantly affects you.

Disclosure to other countries. If, in connection with the Services, we must transfer your personal information to a third country or international organization, we will inform you of this requirement and the existence or absence of an adequacy decision applicable to such country or organization. In all such circumstances, we will ensure that appropriate contractual safeguards are in place to protect your personal information.

Disclosure to third parties. If, in connection with the Services, we engage a third party to process your personal information (a “Processor”), we will ensure that the Processor complies with the standards set out in this Privacy Policy. We will ensure that the Processor does not engage any other party to process your personal information without our authorization. Processing of your personal information by a Processor will be governed by contract in place between CCMEC and the Processor, including, where applicable, (without limitation) use of standard contractual clauses, as approved by the EU Commission.

Joint controllers. Participating provinces and territories may, in conjunction with CCMEC, determine the purposes and means of processing of your personal information in connection with the Services. In these circumstances, we will make arrangements with the province or territory that is acting as a joint controller of your personal information to ensure that our respective responsibilities are clear and that your personal information is processed in accordance with the GDPR.

Breaches. In the case of a breach of personal information which is likely to result in a risk to your rights and freedoms, we will promptly inform the competent data protection authority of the breach and appropriate details thereof. If the breach is likely to result in a high risk to your rights and freedoms, we will communicate the breach to you without undue delay.

Data protection officer. In compliance with Article 37 of the GDPR, CCMEC has designed its data protection officer as:

Dounia Dorbani  
contact@pathwaystoteach.ca  
95 St. Clair Ave. West, Suite 1106  
Toronto, Ontario M4V 1N6  
Canada