



Student Privacy Notice and Policy

This Student Privacy Notice and Policy (hereinafter, “Student Notice”) explains the policy on, and procedures related to, the collection, use, and disclosure of personal information that is provided to the Lincoln Electric Welding School, or other professional seminars, training, or educational classes operated by the Lincoln Electric Company, or its divisions, affiliates, and subsidiaries (collectively, “Lincoln Electric Welding School,” “us,” or “we”).

By providing your personal information to the Lincoln Electric Welding School, you hereby acknowledge, understand, and agree that we may collect, process, amend, disclose, retain, or otherwise use your personal information in accordance with this Student Notice.

Scope

For purposes of this Student Notice, the term “personal information” means any information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other information that is linked or linkable to a specific individual. This Student Notice applies to current and former students and other individuals who have registered or otherwise provided information to the Lincoln Electric Welding School, regardless of whether they have attended any education, learning, or training events.

Collection of Personal Information

The Lincoln Electric Welding School collects a broad range of personal information from its students, student applicants, and other individuals, including (but not limited to) the following:

- Full Name
- Residential or Mailing Address (street, city, state/province, postal code, country)
- Telephone Number
- Email Address
- Employer Name (full organization name)
- Job Title
- Employer Address (street, city, state/province, postal code, country)
- Veteran Status
- Online Registrations Information (e.g., user names and passwords)
- Student Records (e.g., grades, attendance, awards)

Use of Personal Information

The Lincoln Electric Welding School uses personal information for a variety of purposes related to the administration, functionality, and marketing of our educational programs and resources, as well as other legitimate business activities. For example, we may use personal information to generate Student Records related to a student’s participation in the Lincoln Electric Welding School; assist us in creating, improving, or providing education content; conduct statistical analyses on educational performance; provide you with information about new products, services, and newsletters; allow students to purchase and download products, as well as obtain access to our educational programs and resources; provide students with technical support; disseminate transaction-related communications (e.g., welcome letters, and product/service order confirmations); and, send surveys or marketing communications to inform students of new products, services, or other information that may be of interest. In some circumstances, such as for marketing or promotional services, you may be provided with additional information on how you can elect to receive (or opt-out from receiving) such information.

Disclosure of Personal Information

The Lincoln Electric Welding School retains personal information in a confidential manner and does not disclose, sell, or rent personal information to any other party, including parents and guardians, except as described in this Student Notice. We may disclose personal information in the following circumstances:

- To any individual or entity, when such disclosure is based upon your written consent and execution of our Authorization for Release of Student Information Form.
- To administrators and instructors, including teachers and teaching assistants, or other employees at the Lincoln Electric Welding School or the Lincoln Electric Company.
- To federal, state, or local government officers, as prescribed by law, regulation, order, or administrative or judicial process.
- To accrediting agencies for accreditation or other administrative functions.
- In response to a judicial order or lawfully issued subpoena.
- To security officers or to federal, state, or local law enforcement agencies.
- To the appropriate person in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the student, or other persons.
- To federal or state-funded educational agencies and institutions that request records when a student seeks to enroll, or is already enrolled in such agencies or institutions.
- To third party service providers who perform services or functions on our behalf (e.g., payment processors, website administrators, data storage services, and marketing service providers). We seek to ensure that any such service provider is contractually obligated to retain personal information in a confidential manner, and to use such personal information only in accordance with the direction provided by the Lincoln Electric Welding School.
- To third parties who assist, support, or who are otherwise involved in an event, activity, or a program in which the Lincoln Electric Welding School participates, facilitates, sponsors, or hosts.
- To third parties in connection with a corporate re-organization, merger or amalgamation, or the sale of all, or substantially all, of the Lincoln Electric Welding School's assets, provided that, where appropriate, any party the information is disclosed to is bound by agreements or obligations, and required to use or disclose personal information in a manner consistent with the use and disclosure provisions of this Student Notice.

Retention Policy

It is the responsibility of the Lincoln Electric Welding School to maintain Student Records and the personal information therein, and we retain such records and information for the minimal amount of time necessary. Generally, we retain Student Records for seven years.

Student Record Access Procedures

Students may access their records by completing the Request for Learners Records Form and submitting it to the Lincoln Electric Welding School. Students may request that their records be sent to a third party by completing the Authorization for Release of Student Information Form and submitting it to the Lincoln Electric Welding School. You may request a free copy of your Student Record in person or by using mail, fax, or email. To protect your confidentiality, we cannot accept requests made over the phone.

In Person Requests. In person requests for Student Records can be made at Lincoln Electric Welding School's office between 8:00 a.m. and 4:00 p.m., Monday through Friday, except for federal holidays. One form of government issued photo identification is required.

Requests Using Mail, Fax, or Email. The completed Request for Learners Records Form can also be submitted as follows:

- Email to weldtraining@lincolnelectric.com (attach completed Form to the email as a PDF).
- Fax to 216-383-8088.
- Mail to:

WTTC c/o Welding School
22800 Saint Clair Avenue
Cleveland, Ohio 44117

Student Record access forms can be found at <https://education.lincolnelectric.com>

Data Security

The Lincoln Electric Welding School adheres to standard industry practices to safeguard and protect the confidentiality, security, and integrity of your personal information. For example, our employees are bound by internal confidentiality policies and are subject to disciplinary action for any policy violations. We also work to ensure that our third party service providers are contractually bound to maintain the privacy of any personal information disclosed to, or accessed by, them.

California Privacy Rights

Pursuant to California's "Shine the Light" law, California residents who provide personal information, as defined in the law, to obtain products or services for personal, familial, or household use are entitled to request and obtain from us, once a calendar year, information about the personal information we shared, if any, with other businesses for marketing uses. The Lincoln Electric Welding School does not, at any time, share your personal information with a third party we know, or have reason to believe, uses the personal information to undertake independent direct marketing. We only disclose personal information in accordance with the criteria and circumstances described above.

Children's Privacy

The Lincoln Electric Welding School and its online services are not directed to anyone under the age of thirteen. If we learn that we have collected or received personal information from a child under thirteen, without parental consent, or a lawful basis, we will delete that information immediately upon notice.

Updates

The Lincoln Electric Welding School may update this Student Notice from time to time, and we will, when required by law, notify you of such changes or updates. The updated Student Notice will be posted on our website and your continued provision of personal information after we post a revised Student Notice signifies your acceptance of the revised Student Notice.

How to Contact Us

If you have any questions or concerns with regard to this Student Notice, please contact us at:

The Lincoln Electric Welding School
22800 Saint Clair Avenue
Cleveland, Ohio 44117