

AI Consent and Transparency Notice

Shown before first use of any SkillShift+ artificial intelligence feature

DRAFT FOR CANADIAN LEGAL REVIEW

This document has been prepared for review by a lawyer qualified in Ontario before publication or reliance. It is not legal advice and has not been settled by counsel. Statutory references are provided for the reviewer's convenience and must be verified against the legislation in force on the date of publication.

Platform	SkillShift+ (skillshift.ca)
Legal name of operator	Intelliedu Canada Inc. — confirmed against the Articles of Incorporation
Brand / trade name	"Intellidu" and "IntelliDu Education" are trade names used by Intelliedu Canada Inc. See the naming clause in each document.
Registered address	135 Hillcrest Avenue, Mississauga, Ontario, Canada L5B 4B1
Privacy Officer	Dr. Chandan Singh
Contact	info@skillshift.ca
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HOW THIS NOTICE IS USED

This notice is **presented before a User first uses an AI feature**, and is available at any time from the AI feature screens, the account settings page and the website footer.

It is intentionally shorter and plainer than the Privacy Policy. It does not replace the Privacy Policy — it explains one specific activity in one place.

The full text below is the source of record. A condensed on-screen version may be displayed, provided that it links to this full text and does not contradict it.

1. What this notice covers

LEGAL NAME AND TRADE NAME

The operator of SkillShift+ is **Intelliedu Canada Inc.**, which is the legal name of the corporation as recorded in its Articles of Incorporation. That is the name that binds the company in this document.

"Intellidu" and "IntelliDu Education" are trade names — brand names used on the website and in marketing material. They refer to the same corporation and to no other entity. A reference in this document to Intellidu, IntelliDu Education or SkillShift+ is a reference to Intelliedu Canada Inc.

Where this document, a contract, an invoice, a receipt, a payment record or a formal notice needs to identify the company, **the legal name Intelliedu Canada Inc. is used**, whether or not a trade name appears alongside it.

SkillShift+ is operated by **Intelliedu Canada Inc.**, 135 Hillcrest Avenue, Mississauga, Ontario, Canada L5B 4B1. Some SkillShift+ features use artificial intelligence ("**AI**") to generate results. This notice tells you which features use AI, what information is sent for processing, who processes it, what the limits of AI results are, and what happens if you say no.

2. Which features use AI

Feature	What the AI does
Career Readiness Report	Analyses your assessment answers and profile to produce an individualized readiness analysis and pathway narrative.
AI Interview Coach	Generates practice questions, scores your answers question by question, and produces written feedback and improvement recommendations.
Resume Builder assistance	Suggests wording, structure and phrasing for résumé sections you choose to improve.
Module simulations	Evaluates your responses to scenario-based exercises and returns feedback.
Career and course recommendations	Suggests courses and next steps based on your preferences and progress.
Skill Passport insights	Generates a plain-language explanation of your score and what would improve it.
Course-support tools	Provides explanations and practice support relating to course content.

3. What information is sent, and why

When you use an AI feature, the information needed for that feature is transmitted to our AI provider for processing and the result is returned to you. Depending on the feature, this may include:

- your assessment answers;
- profile fields such as education, work experience, language results, province and occupation preference;
- immigration status, only where you have chosen to provide it and the feature requires it;
- résumé sections you ask to improve;
- interview questions and your answers, including the transcript of a recorded answer where you have consented to recording;
- simulation inputs and scenario context;
- Skill Passport score components;
- the prompt or instruction you type.

Purpose. The information is sent only to generate the result you asked for — a report, a score, feedback, a suggestion or an explanation. It is not sent for advertising, profiling for advertising, or sale.

Minimization. We aim to transmit only what the feature reasonably needs. Where a feature can work on a summary rather than a full record, we send the summary.

Please do not include your Social Insurance Number, passport number, health information, banking details or another person's private information in prompts, answers or uploads.

4. Who processes the information

AI provider	OpenAI, through the OpenAI API
Where processing may occur	On servers that may be located outside Ontario and outside Canada, including in the United States
Consequence	While information is in another country it may be accessible to the courts, law enforcement and national security authorities of that country under the laws applicable there
Provider retention	Standard API abuse-monitoring logs may be retained by the provider for a limited period — currently stated by OpenAI as up to 30 days — depending on the API feature and account controls in use

5. Model training

OUR COMMITMENT ON TRAINING

- SkillShift+ does not use your personal information to train AI models.
- SkillShift+ will not opt in to any AI provider programme that would allow your inputs or outputs to be used for model training.

- OpenAI states that inputs and outputs submitted through its API are not used to train its models by default unless the customer explicitly opts in. We rely on that default and do not opt in.

We do not tell you that "no one ever stores this information." That would be inaccurate. Limited provider-side abuse-monitoring retention may apply, as described in section 4.

6. How long SkillShift+ keeps AI information

Information	Retention
Interview audio and video recordings	90 days, unless you delete them earlier
Interview transcripts and AI feedback	12 months
Career Reports	Active period plus up to 24 months
Resume Builder content and Skill Passport data	Active period plus up to 24 months
AI prompts and outputs for other features	In line with the related record, and not longer than the periods above
Consent records for AI processing	7 years

7. Limits of AI results

- AI results may be **incomplete, inaccurate, outdated or inconsistent**, and may reflect bias present in underlying data.
- Results are generated automatically and are **not reviewed by a person before you see them**.
- Results are educational and informational. They are **not legal, immigration, licensing, medical or financial advice**.
- **AI does not make final employment, immigration, licensing or admission decisions on this Platform.** No such decision about you is made by automated means without the ability to obtain human review.
- Scores, including AI-influenced parts of the Skill Passport, are indicative only.
- **Always verify important information** — licensing requirements, NOC classification, immigration criteria, employer requirements — with the responsible employer, regulator, institution or government authority.
- You may request human review of an AI-influenced result that materially affects you by emailing info@skillshift.ca.

8. Recording consent is separate

Consent to AI processing is **not** consent to be recorded. Audio and video recording in the AI Interview Coach requires a **separate, express consent**, obtained before each recorded session. You can use text-based interview practice without recording. You are responsible for ensuring that no other identifiable person is recorded without their knowledge and consent.

9. Your choices

If you	Then
Select I Agree	AI features become available to you, and your consent is recorded with the notice version, date, time and method.
Select I Do Not Agree	AI features are disabled. You can still use recorded course videos, study materials, quizzes, non-AI course content, your account, certificates earned through non-AI activity, and support. Features that depend on AI — the Career Report, AI Interview Coach, AI résumé assistance, simulations and AI recommendations — will not be available.
Withdraw consent later	AI features are disabled from that point. Withdrawal is not retroactive: it does not undo processing already carried out. Existing reports and feedback remain subject to the retention periods in section 6 unless you also request deletion.

To withdraw consent, use the AI settings in your account where available, or email info@skillshift.ca.

10. Required on-screen controls

The consent screen presented before first use of an AI feature must offer exactly these three controls:

Control	Behaviour
I Agree	Records a granted AI consent with version and timestamp, and enables AI features.
I Do Not Agree	Records a refused AI consent with version and timestamp, closes the AI feature, and returns the User to non-AI content.
View Full AI Notice	Opens this notice in full.

ENFORCEMENT REQUIREMENT

The Platform must prevent AI processing where the required consent has not been granted. Enforcement must occur on the server before any call is made to the AI provider. A hidden or disabled button on the client is not sufficient.

Contact information

Questions, requests and complaints relating to this document may be directed to:

Operator	Intelliedu Canada Inc. (operating the SkillShift+ platform)
Attention	Dr. Chandan Singh, Privacy Officer
Address	135 Hillcrest Avenue, Mississauga, Ontario, Canada L5B 4B1

Email	info@skillshift.ca
Website	skillshift.ca
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