

# **Privacy Policy - SchoolCity Inc.**

This Privacy Policy governs the manner in which SchoolCity Inc. collects, uses, maintains and discloses information collected from users (each, a "User") of The SchoolCity SUITE™ web application ("Site"). This privacy policy applies to the Site and all products and services offered by SchoolCity Inc.

## **Web browser cookies**

A cookie is a text file that lives on the client user's computer. Cookies are either stored in memory (session cookies) or placed on users' hard disk (persistent cookies). A persistent cookie can keep information in the user's browser to a long lifespan until deleted.

Our Site only uses session cookies. When an authenticated user logs off, cookies are emptied. Sensitive information, including user credentials, is not stored in cookies.

Users may determine how their browser handles cookies, and may disable cookies being stored. However, by disabling cookies certain Site features and functionality may no longer work properly, or function at all.

## **Authentication**

The Site requires user authentication. Authentication may be based on the existence of an entry in the Customer's LDAP directory or on the presence of application-specific credentials stored in the Site database.

The purpose of authentication is to control access to protected data and restrict actions that may be performed. Once a user has been authenticated, a unique internal user ID is stored, usually in session but possibly in cookies (see the sections on **Cookies** and **Session**). This ID is stored only as long as the user session is valid. This unique internal user ID is based on internal database record keys and is not related in any way to any other identification owned by or assigned to the user.

The stored internal user ID may be used to track a user's actions while logged in to the application:

- Stored internal user IDs are used to ensure that users only visit data they are allowed to see.
- The internal user ID of an authenticated user may be logged when an error occurs during that user's session.
- The internal user ID of an authenticated user may be logged in a log tracking session activities.
- Other user information, such as name, may also be stored in session to be used as above or to provide a customized user interface.

A user's password is not stored in session or in cookies. Once the user has logged off, all user information stored outside of the authentication source is deleted.

## **Access Logs**

If a user is authenticated, the following information will be stored in the database:

- Login date and time
- Browser
- Browser Version
- Operating System
- Session end date and time

- A code identifying how the session ended

Access to log files is not currently available through the Site however they can be provided to appropriate Customer staff upon request.

### **How we use collected information**

SchoolCity Inc. may collect the information associated with your User account and the information you enter into forms on the Site for the following purposes:

- To improve customer service

Information you provide helps us respond to your customer service requests and support needs more efficiently.

- To personalize user experience

We may use information in the aggregate to understand how our Users as a group use the services and resources provided on our Site.

- To improve our Site

We may use feedback you provide to improve our products and services.

- To send periodic emails

We may use the email addresses associated with User accounts to send our Site Users information and updates pertaining to the Site. It may also be used to respond to their inquiries, questions, and/or other requests.

### **How we protect your information**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

All data exchange between the Site and its Users happens over a Secure Socket Layer (SSL) secured communication channel and is encrypted and protected with digital signatures.

### **Sharing your personal information**

We do not sell, trade, or rent Users personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates and advertisers for the purposes outlined above.

### **Third party websites**

Users may find advertising or other content on our Site that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and

interaction on any other website, including websites which have a link to our Site, is subject to that website's own terms and policies.

### **Compliance with children's online privacy protection act**

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our Site from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

### **Changes to this privacy policy**

SchoolCity Inc. has the discretion to update this privacy policy at any time. When we do, we will post a notification on the main page of our Site; revise the updated date at the bottom of this page. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

### **Your acceptance of these terms**

By using this Site, you signify your acceptance of this policy and terms of service. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

### **Contacting us**

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

#### **SchoolCity Inc.**

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