



# PRIVACY POLICY

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Protecting your information is a key priority for us.

## Privacy policy – Assessment Platform (student.writescore.com)

The information we are provided usually comes from the districts roster sync process. It includes the minimum educational data (also known as “**directory**” information), required to render our services (such as first name, last name, student identifier, grade levels, classes, courses, school names, teachers name and email, and administrators name and email).

- The data we receive and send is owned by the district/school.
- The only data generated is the assessment response from the students, and the scored/graded results.
- We don't receive demographics or sensitive data (date of birth, language, sex, social security, etc...)
- We don't market, contact or email students.
- We abide by the district's data privacy agreements which usually includes a data questionnaire based on the **National Data Privacy Agreement (NDPA)**. The NDPA has been community developed and designed to streamline application contracting and set common expectations between schools/districts and marketplace providers.

### Data we use (NDPA)

The following document lists the type of data our assessment platform **might** use. Not all the data listed in the document is used, since it depends on the data the district does or does not share. For example, some districts replace the student's name with an ID number, some districts don't provide an email address for the student, etc...

[Data our platform might use](#). Typical form we complete for districts.

### COPPA Compliance

We do not collect any personal information listed in COPPA, except the student's full name used in the context of an assessment.

### FERPA Compliance

*Excerpt from the FERPA site, [...] Schools may disclose, without consent, “directory” information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. [...]*

- The only “**directory**” information we receive via rostering services is the student's name, identifier, and email address. [Refer to this document to see the data we use](#).
- If a district or school requests data to be deleted/removed, we accommodate those requests.

## Privacy policy – business web site (writescore.com)

Protecting your private information is our priority. This Statement of Privacy applies to **writescore.com** and Write Score LLC and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Write Score LLC include **writescore.com** and Write Score. The Write Score website is a news and information site. By using the Write Score website, you consent to the data practices described in this statement.

### Collection of your Personal Information

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through Write Score's public message boards, this information may be collected and used by others.

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services available on the Site. These may include:

- (a) registering for an account on our Site;
- (b) entering a sweepstakes or contest sponsored by us or one of our partners;
- (c) signing up for special offers from selected third parties;
- (d) sending us an email message;
- (e) submitting your credit card or other payment information when ordering and purchasing products and services on our Site.
- (f) apply for a job or apply for a independent contractor offer.

To wit, we will use your information for, but not limited to, communicating with you in relation to services and/or products you have requested from us. We also may gather additional personal or non-personal information in the future.

### Sharing Information from this site with Third Parties

Write Score does not sell, rent or lease its customer lists to third parties.

Write Score may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services

to Write Score, and they are required to maintain the confidentiality of your information.

Write Score may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Write Score or the site; (b) protect and defend the rights or property of Write Score; and/or (c) act under exigent circumstances to protect the personal safety of users of Write Score, or the public.

## Tracking User Behavior on this site

Write Score may keep track of the websites and pages our users visit within Write Score, in order to determine what Write Score services are the most popular. This data is used to deliver customized content and advertising within Write Score to customers whose behavior indicates that they are interested in a particular subject area.

## Automatically Collected Information

Information about your computer hardware and software may be automatically collected by Write Score. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Write Score website.

## Use of Cookies

The Write Score website may use “cookies” to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize Write Score pages, or register with Write Score site or services, a cookie helps Write Score to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same Write Score website, the information you previously provided can be retrieved, so you can easily use the Write Score features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Write Score services or websites you visit.

## Security of your Personal Information

Write Score secures your personal information from unauthorized access, use, or disclosure. Write Score uses the following methods for this purpose:

- SSL Protocol

When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Sockets Layer (SSL) protocol.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) security, integrity, and privacy of any and all information and data exchanged between you and us through this Site cannot be guaranteed.

## E-mail Communications

From time to time, Write Score may contact you via email for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication. In order to improve our Services, we may receive a notification when you open an email from Write Score or click on a link therein.

If you would like to stop receiving marketing or promotional communications via email from Write Score, you may opt out of such communications by Customers may unsubscribe from emails by “replying STOP” or “clicking on the UNSUBSCRIBE button inside the email.

## External Data Storage Sites

We may store your data on servers provided by well-known and audited third party hosting vendors with whom we have contracted.

## Changes to this Statement

Write Score reserves the right to change this Privacy Policy from time to time. Your continued use of the Site and/or Services available through this Site after such modifications will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

## Contact Information

Write Score welcomes your questions or comments regarding this Statement of Privacy. If you believe that Write Score has not adhered to this Statement, please contact Write Score at:

|                                                              |
|--------------------------------------------------------------|
| Write Score LLC 350 Englenook Drive                          |
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| <a href="mailto:info@writescore.com">info@writescore.com</a> |
| Telephone number: (866) 456-0590                             |

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