

## **Privacy Policy**

SMC Curriculum is committed to maintaining security practices that safeguard the privacy of Core Focus on Math users. We have created our technology and services with teachers' protection in mind and make every effort to be transparent in our data collection and use practices.

This document explains what information we collect about teachers, how we use this information, who we share that information with, and other privacy and security issues.

### **Notices of Privacy Policy Changes**

When SMC Curriculum make changes to this policy, we will post the changes on this document and change the effective date at the bottom of the policy. SMC Curriculum also commits to notify the IT departments of districts who have adopted Core Focus on Math when changes are made, and to display new changes prominently on the Core Focus on Math website. Districts' continued use of the Core Focus on Math site implies consent to any changes to our privacy policies.

### **Definitions**

For purposes of this Policy, we introduce the definitions of how SMC Curriculum characterizes user information:

"Personally-Identifiable Information" or "PII" is information that can identify a user, such as an e-mail address. "Anonymous Information" is information that does not enable identification of an individual user.

### **Type and Purpose of Information Collected**

The Personally-Identifiable Information (PII) Core Focus on Math collects are the first and last names of teachers. Also collected are the email addresses for each teacher, the teachers' school name, and the teacher's district name. PII is retained only as long as necessary to deliver services to participating schools.

Core Focus on Math does not collect any information on students, as students do not use the Core Focus on Math website.

## **Information Not Collected**

Core Focus on Math does not collect, use or share Personally-Identifiable Information other than as described in the above section. This includes email passwords, phone numbers, addresses, billing or any other information not previously listed. Districts establish their own email protocol using the software and set-up of their choice.

In no event will Core Focus on Math use, share or sell any Personally-Identifiable Information for advertising or marketing purposes.

## **Cookies**

Teachers using the Core Focus on Math site are only able to access or use the site via a password provided by SMc Curriculum.

SMc Curriculum uses cookies to enable teachers to sign onto its site. This MoodleSession cookie is an anonymous single string hash that expires every 4 hours, or when a session ends and contains no personal identifiable information other than the random hash created during the session.

SMc Curriculum will delete teacher data and information upon request from the district, or, if schools or districts no longer use Core Focus on Math's curriculum.

## **Security Practices**

SMc Curriculum has put in place physical, electronic, and administrative procedures to safeguard and help prevent unauthorized access to and maintain the security of Personally-Identifiable Information collected through the Core Focus on Math site. SMc Curriculum takes reasonable, industry-standard measures to protect the confidentiality, security and integrity of personal information collected. This includes the use of encryption, firewalls and other security technologies to prevent access to the data from unauthorized parties.

While SMc Curriculum has taken all steps to protect the personal information collected, and work is done to keep SMc Curriculum systems in line with industry standards, no system is 100% fail proof and secure. If there is reason to believe that the security of District PII has been compromised, SMc Curriculum will seek to notify Districts through e-mail as soon as possible.

For questions or further information, contact:

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