

Last Revised: August 29, 2022

This Privacy Policy describes how the Research Collaboration (referred to as RC) treats information collected or received from or about you through its websites, <https://www.cccstudent.org/> and <https://www.cccframework.org/> and <https://www.researchcollaboration.org/> (referred to as Sites). Each time you access, browse, or use the Sites, you agree to be bound by this Privacy Policy.

Types of Information Collected

We may collect personally identifiable information about you, including your name, email, country, state, district/school, account username and password, and communication you send to us (collectively, “Personal Information”). Please note that through secure programming, we do not have access to your password.

When you launch an assessment, information collected includes your title for the assessment, your assigned student ID numbers, gender, grade level, assessment responses, and timestamp when the assessment is completed. These data are connected to your Personal Information; the data do not provide private information about the students.

We also may collect non-personally identifiable information, that is, information that does not personally identify you as the individual to whom the information relates, for example, information about your use of the Sites, the device from which you access the Sites, usage statistics, browsing, search and navigational history when visiting the Sites, content you access when on the Sites, general geographic location such as the city from which your computer or device is connecting to the Internet, webpages visited, timestamps, type of operating system you use on your computer (e.g., Microsoft Windows or Mac OS) or other devices (e.g., iOS or Android) to access a Site, the type of web browser you use (collectively, “Non-Personal Information”). If any Non-Personal Information is used or shared in a manner that associates it with your name, contact information or other Personal Information, it will be treated as Personal Information.

How We Collect Information

We may collect Personal Information from you during your interactions with RC and the Sites, such as when you:

- Create an account;
- Contact us by telephone or email;
- Sign up to our listserv;
- Place an order through the Sites;
- Launch an assessment;
- Interact with RC personnel, whether in person, on the telephone, or via email;
- Register, enroll, or participate in any educational services provided by RC (collectively, “Activities”).

RC automatically receives and records Non-Personal Information on our server logs from your browser as well as through other analyses of the Sites. The Sites may use Google Analytics, a web analytics service provided by Google, Inc. Google Analytics uses Cookies to collect and store anonymous information about you, which may include non-personally identifiable information.

How We Use Information

We may use the information we collect:

- For the purposes for which you provide the information;
- To process and respond to your orders, inquiries, and requests;
- To diagnose problems with the Sites;
- For administration and improvement of Activities and the Sites;
- To enhance the user experience and our products and services;
- To analyze the internal reliability of the assessments and determine normative data;
- To troubleshoot website, database, or user errors at user request;

To aggregate data, such as the number of school districts in a state with accounts or the number of completed assessments during a timeframe;

To send important notices, such as communications about updates on the Sites and changes to our terms, conditions and policies; and

For fraud prevention, internal operations, legal compliance, and other security purposes.

Communications With You

By submitting Personal Information, you agree that we are authorized to send and you opt in to receive email to respond to your communications and to provide you with information about new developments and other Activities or services. Unsubscribe instructions will be included in each promotional email from RC.

Sharing Information With Third Parties

RC will not disclose Personal Information to third parties for their direct marketing purposes. RC may disclose the information it collects in the event of a reorganization, merger, sale, joint venture, transfer or disposition of all or any portion of RC's business or operations; in response to a subpoena, legal order or official request; and as otherwise authorized by you. We may use and share aggregate information or other Non-Personal Information. The use and disclosure of such information is not subject to any restrictions under this Privacy Policy. Aggregated data may include, for example, the Sites' usage or demographics, the number of school districts in a state with accounts, or the number of completed assessments during a timeframe.

Updating Your Information

You are responsible for keeping your information current. You may update your information through the Sites. We will use reasonable efforts to process requests to delete information.

Children

The Sites are directed to persons 18 years of age or older. RC and the Sites do not knowingly collect identifiable information from children under age 18. If you create an account to the Sites, you represent and warrant to RC that you are 18 years of age or older. If we become aware that a user is under age 18 and has provided Personal Information, we will remove the Personal Information from our files. If you are a parent or guardian and believe RC may have inadvertently collected identifiable information from your child, please notify RC immediately at <https://www.cccframework.org/contact-us/>.

Protection of Information

RC uses reasonable administrative, physical, and electronic security measures to protect against the loss, misuse, and alteration of your Personal Information. No transmission of data over the internet is guaranteed to be completely secure. It may be possible for third parties not under the control of RC to intercept or access these transmissions or private communications unlawfully. While we strive to protect your Personal Information, neither RC nor any of our service providers can ensure the security of any information. Any such transmission of information to RC is at your own risk.

Location of Site and Servers

RC is based in the United States and applies the laws of the United States in its privacy practices. If you access or use the Sites from a location outside the United States, you do so at your own risk. Following the laws of the United States, RC reserves the right to process or store Personal Information obtained from users within or outside the United States.

Links to Third-Party Websites

The Sites may include links to websites operated by third parties. RC endeavors to link only to sites of reputable organizations; however, because other sites are not hosted or controlled by us, RC is not responsible for the privacy practices of those sites or the content or cookies provided. The privacy policies and use of cookies of the linked sites may differ from those applicable to the Sites, and we encourage you to review the privacy

policies of those other websites. This Privacy Policy only applies to information that RC collects through the Sites and does not address the privacy or information practices of any third parties or other sites.

Questions?

If you have any questions about this Privacy Policy or the Sites, please contact us at <https://www.cccstudent.org/webroot/email/contactUs.html>.