

**PRIVACY NOTICE**

Effective Date: [October 1, 2024]

Last Updated: [April 19, 2024]

This Privacy Notice (the “**Notice**”) describes how Larson Texts, Inc. and its subsidiaries (collectively, “**Larson Texts**” or “**we**” or “**us**”) collect, transfer, store, and/or use (“**process**”) personal information that you submit or we collect through our websites located at [www.bigideasmath.com](http://www.bigideasmath.com) and [www.myadamath.com](http://www.myadamath.com), as well as any other websites or platforms that are owned by Larson Texts and link to this Notice (collectively, the “**Site**”).

This Notice is subject to our Terms of Service, which are incorporated herein by reference. Please read it carefully. By using the Site, you understand and are accepting the practices described in this Notice and accept its terms. You also give your express permission for us to process personal information in accordance with this Notice.

We reserve the right to modify or amend this Notice at any time to reflect changes in our personal information practices or applicable law. Should it be necessary to do so, we will notify you and/or request your express consent, if required, of any material changes to this Notice by posting such changes on the Site or by other acceptable means. Each version of the Notice is identified at the top of the Notice by its Last Updated date (“**Last Updated Date**”). Your continued use of the Site after changes have been posted constitutes your acceptance of the Notice as amended for personal information collected going forward, unless additional consent is required under applicable law. If you do not agree to the terms of our Notice, please do not use the Site or provide us your personal information.

If you wish to download and print a copy of this Notice, please [click here](#).

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## THE SCOPE OF THIS NOTICE

We have created our Site to assist our educational institution customers in enhancing the educational experiences of their students. The educational institutions agree to this Policy and any updates, on behalf of their administrators, teachers, students, and students' parents or guardians (each a "User" or "you"). The educational institutions are responsible for collecting appropriate User consents that may be required in order to share their Users' personal information with us.

This Notice governs our privacy practices with respect to all personal information that Users submit, or that we collect, in connection with our Site. This Notice governs not only our practices with respect to students' personal information, but also the personal information of teachers and administrators who use our Site.

## OUR COMPLIANCE WITH COPPA AND FERPA

### 1. *The Children's Online Privacy Protection Act of 1988 and Its Rules ("COPPA")*.

COPPA requires us to inform parents and legal guardians about our practices regarding the processing of personal information from children under the age of 13 ("Child" or "Children"). It also requires us to obtain verifiable consent from a Child's parent or guardian for certain processing of the Child's personal information. COPPA permits an educational institution, acting in the role of "parent," to provide required consents regarding the personal information of its students. Where an educational institution is the subscriber to our Site, we rely on this form of COPPA consent. We provide the educational institution with this Notice and other information about our privacy practices to ensure that the educational institution, in providing its COPPA consent, has full information and assurance that our practices comply with COPPA.

If you believe that we have inadvertently collected your Child's personal information without proper consent, please contact us via the contact information contained in the [CONTACT US](#) section below.

For more information about COPPA and general tips about protecting Children's online privacy, please visit the following third-party website: <https://consumer.ftc.gov/articles/protecting-your-childs-privacy-online>.

### 2. *The Family Educational Rights and Privacy Act ("FERPA")*.

FERPA requires educational institutions receiving federal funding to grant parents, guardians, and students certain rights regarding their education records and certain personal information. FERPA requires educational institutions to obtain prior written consent, subject to certain statutory exceptions, to disclose education records and certain personal information. However, FERPA permits educational institutions to provide education records (including those that contain students' personal information) to certain service providers without requiring the educational institution to obtain specific parental, guardian, or student consent. For example, FERPA permits this where the service provider acts as a type of "school official" by performing services that would otherwise be performed by the educational institution's own personnel. We fulfill FERPA requirements for qualifying as a school official by, among other steps, giving the educational institution direct control with respect to the use and maintenance of the education records and associated personal information, and refraining from re-disclosing or using this personal information except for purposes of providing our services to the educational institution. We comply with FERPA by relying on this form of consent.

For more information about FERPA, please visit the following third-party website: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## **ACCESS AND CONTROL OF PERSONAL INFORMATION**

Educational institution administrators and (where applicable) teachers hold access to personal information of the students for whom they are responsible, and they are able to update this personal information in the manner permitted by our Site. Administrators and teachers are similarly able to access and update their own personal information. Users should contact their educational institution if they have questions about their personal information, including third parties with whom their personal information may be shared, and how to receive a copy of their personal information. The parents or guardians of a student can obtain access, through their child's educational institution, to their child's personal information that is available on our Site. To do so, the parent or guardian should follow the educational institution's procedures for access under FERPA. We cooperate with and facilitate the educational institution's response to these access requests. We limit access to personal information to only our employees and service providers who: (1) have a need to know such personal information; and (2) are contractually obligated to keep personal information confidential and process it only for the purposes for which we disclose it to them and with the same standards set out in this Notice.

For more information on the data privacy rights you have regarding your personal information, please see the [YOUR STATE DATA PRIVACY RIGHTS](#) section below.

## **GOOGLE USER DATA**

### ***How does this application access, use, store, or share Google user data?***

myadamath.com collects only essential information about users to deliver content and assessments. For districts that integrate Google Classroom, this can include name, email, profile image, and Google Classroom information: courses, coursework, submissions, announcements, topics, and rosters. Announcements, topics, and profile info are gathered but not saved. Google ID is used for single sign-on.

Google Classroom data is used to establish rostering for classes, allowing educators and school leaders to manage their users and user access. Additionally, if educators opt to assign coursework through Google Classroom from this platform, coursework and submission data is shared to Google Classroom.

This data is provided through Google Classroom rostering and OAuth2 login. All data is securely stored in an encrypted database. Our collection of personal information to set up your account is in furtherance of our performance of services otherwise performed by school employees, is under the direct control of the school with respect to the use and maintenance of educational records and complies with use and redisclosure requirements regarding personal information from education records, all in compliance with the Family Educational Rights and Privacy Act.

### ***Google OAuth2 Limited Use Disclosure***

myadamath.com does not request restricted scopes. If it did, myadamath.com would use information from Google APIs in adherence to the Google API Services User Data Policy, including the Limited Use requirements.

## **CONSENT FROM NON-STUDENT USERS**

In addition to the educational institutions obtaining consent regarding personal information of Users other than students, such as teachers and school administrators, on our behalf, we may also obtain consent regarding such personal information. To obtain consent we: (1) notify such Users of our privacy practices

by including links to this Notice within our Site; and (2) rely on their continued use of our Site to indicate their consent to this Notice.

## COLLECTION AND USE OF PERSONAL INFORMATION

We collect personal information: (1) that you provide to us; (2) automatically through the use of cookies and other technologies; and (3) from your educational institution.

If you believe we have collected information in a manner inconsistent with the requirements of COPPA or FERPA, please contact us via the contact information provided in the [CONTACT US](#) section below.

### *1. Personal Information That You Provide To Us.*

You may directly provide us with your personal information, such as personal information that you provide by creating an account, submitting contact or customer support request forms, or submitting user-generated content. This includes the following:

- **Account Information:** You may provide us personal information associated with your account on our Site when you activate an educational institution's account, otherwise register your account, or submit content through the Site. This personal information includes, but is not limited to, the following: your name, email address, business address, educational institution, title, username and password, geographic information, student identification number or similar identifier, student grade level, specific curriculum programs, scheduled courses, teacher names, and submitted user-generated content.
- **Feedback, Contact, and Customer Support Forms:** When you complete our feedback, contact, or customer support forms online, you may be asked for information that identifies you, such as your name, email address, telephone number, device and browser information, title, and educational institution, along with additional information we may need to help us promptly respond to you. We may retain this information, including records and copies of your correspondence, to assist you in the future and to improve our customer service, programs, products, or service offerings.
- **User-Generated Content:** When you submit assignments, tests, grades, results, or other content through the Site, you are providing us with the content and any personal information contained within the content.

### *2. Personal Information Automatically Collected.*

We also use cookies and other technologies to collect personal information automatically through your use of the Site as described in the section titled [INFORMATION AUTOMATICALLY COLLECTED](#).

### *3. Personal Information We Obtain From Your Educational Institution.*

Your educational institution may provide us with your personal information, such as by transferring personal information from student information systems, or other institutional systems, to our Site. This personal information may include the following:

- Name;
- Email address;
- Educational institution;
- Title;
- Username and password;

- Geographic information;
- Student identification number or similar identifier;
- Student grade level;
- Specific curriculum programs
- Scheduled courses;
- Teacher names; and
- Submitted user-generated content, including assignment results, grades, and similar reports.

## **INFORMATION AUTOMATICALLY COLLECTED**

### *1. Cookies & Other Technologies.*

Larson Texts collects usage information through technology, such as cookies, pixel tags, and persistent identifiers. We use cookies and other persistent identifiers to authenticate users in order to ensure that only authorized individuals are permitted access to our Site, and so we can better understand how a User engages with our Site, such as identifying what links are clicked and what content is accessed and for how long. This information allows us to improve our Site, such as by making commonly accessed content easier to reach or by more prominently displaying content that has been less frequently accessed. We may also provide this information to your educational institutional as described in more detail in the [HOW WE DISCLOSE YOUR PERSONAL INFORMATION](#) and [ADDITIONAL CALIFORNIA NOTICES](#) sections.

The Site may use cookies that are sent by us or our third-party services. You can reset your browser to refuse cookies or to indicate when a cookie is being sent. By changing your preferences, you can accept all cookies, you can be notified when a cookie is set, or you can reject all cookies. [You may also set your preferences in our [Cookie Consent Manager](#).] If you disable cookies, you may be required to re-enter your information more often and certain features of our Site, or our entire Site, may be unavailable.

The following information may automatically be received and/or collected from you through the Site: Internet Protocol (“IP”) address, browser type, browser language, internet service provider, resource requested, date and time of resource request, HTTP referring resource, operating system, and/or clickstream data. We aggregate this data, and may combine this data with other information we collect about you to better understand how visitors use our Site, improving user experience, and to help manage, maintain, and report on use of our Site. We may also store IP addresses for fraud detection and prevention purposes.

### *2. Third-Party Service Providers.*

We sometimes utilize third-party service providers to help us track the activity within the Site. These third parties may use cookies and other tracking technologies. As of the Last Updated Date, we utilize Pendo (<https://pendo.trust.page/#privacy>) as a third-party service provider to help us track the activity within the Site and Planhat (<https://www.planhat.com/privacy-policy/>) to process this data for non-student users.

### *3. More Information.*

You may learn more about cookies and how to opt out of them by visiting the following third-party website: <http://www.allaboutcookies.org/>.

## DO-NOT-TRACK SIGNALS AND GLOBAL PRIVACY CONTROLS

The Site does not respond to Do-Not-Track (“DNT”) signals. You may learn more about DNT signals by visiting the following third-party website: [www.allaboutdnt.com](http://www.allaboutdnt.com). However, we treat Global Privacy Control signals as requests to opt out of sale and opt out of interest-based or targeted advertising under applicable state laws. Please note, however, that we do not sell personal information or share personal information for purposes of interest-based or targeted advertising.

## PURPOSES FOR PERSONAL INFORMATION COLLECTION AND PROCESSING

We use personal information to provide you with a superior experience and, as necessary, to administer and manage our operations. We use your personal information in the following ways:

- To comply with our legal and regulatory obligations;
- To provide you with information or access to the Site when requested;
- To fulfill any other purpose for which you provide it;
- To provide you with functionality of the Site;
- To provide customer service related to our Site;
- To communicate with administrators and teachers about the applicable subscription account or transactions with us, and to send information about our Site, services, content, features, and usage;
- For our legitimate interests or those of a third party;
- To conduct research and perform analyses to measure, maintain, protect, develop, and improve our Site and services;
- To personalize our Site contents and experiences for you, such as by using the appropriate language and displaying your name on your dashboard;
- To provide our educational institution customers, as well as their administrators and teachers with various types of reports, such as reports on assignment performance and progress, and similar information to support instruction and education;
- To make communications necessary to notify you regarding the Site, requests, security, privacy, or administrative issues; and/or
- In any other way we may describe to you prior to the collection of your personal information or for any other purpose with your consent or to comply with applicable law.

A legitimate interest is when we have a business or commercial reason to use your personal information, so long as it is not overridden by your own rights and interests. The table below explains why we process your personal information:

<b>How We Process Your Personal Information</b>	<b>Our Reasons</b>
To provide the Site and our services to you.	For the performance of our contract with you or to take steps at your request before entering into a contract.
To prevent and detect fraud against you or our organization.	For our legitimate interests or those of a third party, i.e. to minimize fraud that could be damaging for us and for you.
Processing necessary to comply with professional, legal, and regulatory obligations that apply to our business, e.g. under health and safety regulations or rules issued by our professional regulator.	To comply with our legal and regulatory obligations.

Gathering and providing information required by or relating to audits, inquiries, or investigations by regulatory bodies.	To comply with our legal and regulatory obligations.
Ensuring business policies are adhered to, e.g. policies covering security and internet use.	For our legitimate interests or those of a third party, i.e. to make sure we are following our own internal procedures so we can deliver the best services to you.
Operational reasons, such as improving efficiency, training, and quality control.	For our legitimate interests or those of a third party, i.e. to be as efficient as we can so we can deliver the best services to you at the best price.
Ensuring the confidentiality of commercially sensitive information.	For our legitimate interests or those of a third party, i.e. to protect trade secrets and other commercially valuable information. To comply with our legal and regulatory obligations.
Statistical analysis to help us manage our business, e.g. in relation to our financial performance, customer base, product range, or other efficiency measures.	For our legitimate interests or those of a third party, i.e. to be as efficient as we can so we can deliver the best service to you at the best price.
Preventing unauthorized access and modifications to systems.	For our legitimate interests or those of a third party, i.e. to prevent and detect criminal activity that could be damaging for us and for you. To comply with our legal and regulatory obligations.
Updating and enhancing customer records.	For the performance of our contract with you or to take steps at your request before entering into a contract. To comply with our legal and regulatory obligations. For our legitimate interests or those of a third party, e.g. making sure that we can keep in touch with our customers about new services.
Statutory returns.	To comply with our legal and regulatory obligations.
Ensuring safe working practices, staff administration, and assessments.	To comply with our legal and regulatory obligations. For our legitimate interests or those of a third party, e.g. to make sure we are following our own internal procedures and working efficiently so we can deliver the best service to you.
Marketing our Site to existing and former Customers and third parties who have previously expressed an interest in our Site.	For our legitimate interests or those of a third party, i.e. to promote our business to existing and former Customers.
External audits and quality checks.	For our legitimate interests or those of a third party, i.e. to maintain accreditations so we can demonstrate we operate at the highest standards. To comply with our legal and regulatory obligations.

**HOW WE DISCLOSE YOUR PERSONAL INFORMATION**

We use personal information for our internal purposes only, with the following limited exceptions:

- In response to a request of a law enforcement agency, governmental authority, or other authorized public agency, including a request by a children’s services agency or by the educational institution at issue;
- To protect the security and integrity of our Site and associated content and services;
- To the extent we believe necessary or appropriate to protect our rights, safety, or property and/or that of our affiliates, customers, Users, or others.
- To protect us against liability, enforce legal rights, and to detect, investigate, and prevent activities that violate our policies or that are illegal;
- If we are directed to do so by an educational institution customer in connection with an investigation related to public safety, the safety of a student, or the violation of an educational institution policy;
- If we are directed to do so by an educational institution customer in connection with a student, parent, or guardian request, as appropriate;
- To our service providers, to permit them to provide the contracted services to us, who have a need to know such personal information, and are contractually obligated to keep personal information confidential and process it only for the purposes for which we disclose it to them and with the same standards set out in this Notice;
- In the event of any reorganization, merger, sale, joint venture, assignment, transfer, or other disposition of all or any portion of our business, assets, or stock, in which case the transferred information will remain subject to the terms of this Notice; and
- In other cases, if we believe in good faith that disclosure is required by law.

You are welcome to contact us via the contact information contained in the [CONTACT US](#) section below to request further information about our policies regarding service providers.

## NY PARENTS’ BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The New York Parents’ Bill of Rights for Data Privacy and Security (the “**NY Privacy Bill of Rights**”) addresses the relationship between educational institutions and their third-party contractors in addition to the educational institution’s relationships with parents. The only elements of the NY Privacy Bill of Rights that are incorporated herein are those provisions directed to third-party contractors (the “**Contractor Privacy Provisions**”). Larson Texts agrees to comply with the Contractor Privacy Provisions for Users in the State of New York. In the event of a direct conflict between this Notice and the NY Privacy Bill of Rights, the NY Privacy Bill of Rights will control.

For more information on the NY Privacy Bill of Rights, please visit the following third-party website: <https://www.nysed.gov/data-privacy-security/bill-rights-data-privacy-and-security-parents-bill-rights>.

## ADDITIONAL CALIFORNIA NOTICES

### 1. *The Personal Information We Collect.*

We may collect the following categories of personal information that identify, relate to, describe, are reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household:

<u>Category</u>	<u>Examples</u>	<u>Collected</u>
Identifiers.	A name, alias, postal address, unique personal identifier, online identifier, IP address, telephone number, email address, account name,	Name, email address, student identification number or similar identifier, and IP address.



	social security number, driver’s license number, passport number, or other similar identifiers.	
Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)) (“ <b>Personal Records</b> ”).	A name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.  <i>Some personal information included in this category may overlap with other categories.</i>	Name, educational institution of attendance and employment, information regarding education, student grade level, specific curriculum programs, scheduled courses, teacher names, and title.
Commercial information.	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	Products or services purchased, obtained
Internet or other similar network activity.	Browsing history, search history, information on a consumer’s interaction with a website, application, or advertisement.	Information on a consumer’s interaction with the Site and Internet connection/browser type.
Professional or employment-related information.	Current or past job history or performance evaluations.	Educational institution of employment and title.
Non-public education information (per FERPA).	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	User-generated content submitted, such as assignments and tests, grades, assignment results, and similar reports, and student identification numbers.
Sensitive data.	Social security number, driver’s license number, state identification card, or passport number; account log-ins, financial accounts, debit or credit card numbers in combination with a security or access code, password, or other credentials; precise geo-location; racial or ethnic origin, religious or philosophical beliefs, or union membership; contents of mail, email or text messages; genetic or biometric data; mental or physical health diagnosis, sexual orientation; or personal information from a known child.	Account log-ins and personal information from a known child.

2. *How We Disclose, Share, And Sell Personal Information.*

We disclose personal information as shown below.

The following chart shows the categories of personal information we disclose to our service providers and contractors for business or commercial purposes. Some of the ways in which we disclose personal information may be considered “sharing” under certain state privacy laws.

Please note, we do not share personal information for purposes of cross-contextual behavioral advertising or otherwise “sell” personal information as that term is defined by applicable law.

<b>Disclosures for a Business or Commercial Purpose</b>		
<b>Category of Personal Information</b>	<b>Categories of Recipients</b>	<b>Purposes for Disclosure</b>
Identifiers.	Service providers and affiliates to provide services on our behalf and your educational institution.	<p>To comply with our legal and regulatory obligations.</p> <p>To provide you with information or access to the Site when requested.</p> <p>To provide you with functionality of the Site.</p> <p>To communicate with administrators and teachers about the applicable subscription account or transactions with us, and to send information about our Site, services, content, features, and usage.</p> <p>To provide customer service related to our Site.</p> <p>To conduct research and perform analyses to measure, maintain, protect, develop, and improve our Site and services.</p> <p>To personalize our Site contents and experiences for you, such as by using the appropriate language and displaying your name on your dashboard.</p> <p>To provide our educational institution customers, as well as their administrators and teachers with various types of reports, such as reports on assignment performance and progress, and similar information to support instruction and education.</p> <p>To make communications necessary to notify you regarding the Site, requests, security, privacy, or administrative issues.</p> <p>To ensure our business policies are adhered to.</p> <p>To prevent unauthorized access and modifications to systems.</p>
Personal Records.	Service providers and affiliates to provide services on our behalf and your educational institution.	<p>To comply with our legal and regulatory obligations.</p> <p>To provide you with information or access to the Site when requested.</p> <p>To provide you with functionality of the Site.</p> <p>To communicate with administrators and teachers about the applicable subscription account or transactions with us, and to send information about our Site, services, content, features, and usage.</p> <p>To provide customer service related to our Site.</p> <p>To conduct research and perform analyses to measure, maintain, protect, develop, and improve our Site and services.</p> <p>To personalize our Site contents and experiences for you, such as by using the appropriate language and displaying your name on your dashboard.</p>

		<p>To provide our educational institution customers, as well as their administrators and teachers with various types of reports, such as reports on assignment performance and progress, and similar information to support instruction and education.</p> <p>To make communications necessary to notify you regarding the Site, requests, security, privacy, or administrative issues.</p> <p>To ensure our business policies are adhered to.</p> <p>To prevent unauthorized access and modifications to systems.</p>
Commercial information.	Service providers and affiliates to provide services on our behalf and your educational institution.	<p>To communicate with administrators and teachers about the applicable subscription account or transactions with us, and to send information about our Site, services, content, features, and usage.</p> <p>To provide customer service related to our Site.</p> <p>To conduct research and perform analyses to measure, maintain, protect, develop, and improve our Site and services.</p>
Internet or similar network activity.	Service providers and affiliates to provide services on our behalf and your educational institution.	<p>To provide you with functionality of the Site.</p> <p>To communicate with administrators and teachers about the applicable subscription account or transactions with us, and to send information about our Site, services, content, features, and usage.</p> <p>To provide customer service related to our Site.</p> <p>To conduct research and perform analyses to measure, maintain, protect, develop, and improve our Site and services.</p> <p>To comply with our legal and regulatory obligations.</p> <p>To prevent unauthorized access and modifications to systems.</p>
Professional or employment-related information.	Service providers and affiliates to provide services on our behalf and your educational institution.	<p>To provide you with information or access to the Site when requested.</p> <p>To communicate with administrators and teachers about the applicable subscription account or transactions with us, and to send information about our Site, services, content, features, and usage.</p> <p>To provide customer service related to our Site.</p> <p>To conduct research and perform analyses to measure, maintain, protect, develop, and improve our Site and services.</p> <p>To make communications necessary to notify you regarding the Site, requests, or security, privacy, or administrative issues.</p> <p>To comply with our legal and regulatory obligations.</p> <p>To ensure our business policies are adhered to.</p> <p>To prevent unauthorized access and modifications to systems.</p>
Non-public education information (per FERPA).	Service providers and affiliates to provide services on our behalf and your educational institution.	<p>To comply with our legal and regulatory obligations.</p> <p>To provide you with information or access to the Site when requested.</p> <p>To provide you with functionality of the Site.</p>

		<p>To communicate with administrators and teachers about the applicable subscription account or transactions with us, and to send information about our Site, services, content, features and usage.</p> <p>To provide customer service related to our Site.</p> <p>To conduct research and perform analyses to measure, maintain, protect, develop, and improve our Site and services.</p> <p>To personalize our Site contents and experiences for you, such as by using the appropriate language and displaying your name on your dashboard.</p> <p>To provide our educational institution customers, as well as their administrators and teachers with various types of reports, such as reports on assignment performance and progress, and similar information to support instruction and education.</p> <p>To make communications necessary to notify you regarding the Site, requests, security, privacy, or administrative issues.</p> <p>To ensure our business policies are adhered to.</p> <p>To prevent unauthorized access and modifications to systems.</p>
Sensitive data.	Service providers and affiliates to provide services on our behalf and your educational institution.	<p>To comply with our legal and regulatory obligations.</p> <p>To provide you with information or access to the Site when requested.</p> <p>To provide you with functionality of the Site.</p> <p>To communicate with administrators and teachers about the applicable subscription account or transactions with us, and to send information about our Site, services, content, features and usage.</p> <p>To provide customer service related to our Site.</p> <p>To conduct research and perform analyses to measure, maintain, protect, develop, and improve our Site and services.</p> <p>To personalize our Site contents and experiences for you, such as by using the appropriate language and displaying your name on your dashboard.</p> <p>To provide our educational institution customers, as well as their administrators and teachers with various types of reports, such as reports on assignment performance and progress, and similar information to support instruction and education.</p> <p>To make communications necessary to notify you regarding the Site, requests, security, privacy, or administrative issues.</p> <p>To ensure our business policies are adhered to.</p> <p>To prevent unauthorized access and modifications to systems.</p>

## YOUR STATE DATA PRIVACY RIGHTS

Depending upon your state of residency, you may have the following rights under applicable state privacy laws:

Right	Description of the Right
<p>Right to Know and Request Disclosure (California residents only).</p>	<p>The right to request that we disclose certain information to you about our collection and use of your personal information, including:</p> <ul style="list-style-type: none"> <li>• The categories of personal information we have collected about you;</li> <li>• The categories of sources from which your personal information is collected;</li> <li>• Our business or commercial purpose for collecting or selling your personal information;</li> <li>• The categories of third parties to whom we disclose your personal information; and</li> <li>• The specific pieces of personal information we have collected about you.</li> </ul> <p>In connection with any personal information we may sell, share, or otherwise disclose to a third party for a business purpose, you have the right to know:</p> <ul style="list-style-type: none"> <li>• The categories of personal information about you that we sold or shared and the categories of third parties to whom the personal information was sold or shared; and</li> <li>• The categories of personal information we disclosed about you and the categories of third parties to whom the personal information was disclosed.</li> </ul>
<p>Right to Confirm.</p>	<p>The right to confirm whether or not we are processing your personal information.</p>
<p>Right to Access.</p>	<p>The right to access your personal information, subject to exceptions set out in the applicable state law.</p>
<p>Right to Delete.</p>	<p>The right to request that we delete any of your personal information that we collected from or about you and retained, subject to certain exceptions set out in the applicable state law.</p>
<p>Right of Correction.</p>	<p>The right to request that we correct any of your personal information that is inaccurate.</p>
<p>Right to Obtain a Copy.</p>	<p>The right to obtain a copy of or otherwise receive the personal information that you have provided to us in a portable, readily usable format that can be easily transferred to third parties.</p>
<p>Right to Opt Out.</p>	<p>The right to opt out of the following uses of your personal information:</p> <ul style="list-style-type: none"> <li>• Sale;</li> <li>• Sharing for targeted behavioral advertising; and</li> <li>• Profiling.</li> </ul> <p>Please note that we do not sell your personal information, share it for targeted behavioral advertising, or conduct profiling.</p>
<p>Right to Limit Use of Sensitive Personal Information.</p>	<p>The right to:</p> <ul style="list-style-type: none"> <li>• Direct us to limit the use of sensitive personal information, as defined under applicable state law, that we may collect about you; and</li> <li>• Know if your sensitive personal information is used or disclosed to a third party, for additional, specified purposes.</li> </ul> <p>Please note that we use sensitive personal information only as necessary to provide requested services and as otherwise permitted under applicable state law.</p>
<p>Right to Non-Discrimination.</p>	<p>The right to not be retaliated or discriminated against because you have exercised your data privacy rights.</p>

For information on how to access and update your personal information or the personal information of your child, first visit the [ACCESS AND CONTROL OF PERSONAL INFORMATION](#) section. Otherwise, if you or an authorized representative wish to exercise any of the aforementioned rights granted to you under applicable law, please click here or contact us via email at [privacy@larsontexts.com](mailto:privacy@larsontexts.com). If you are a California resident, you have the right to exercise your rights free of charge twice per year.

We may deny a request to change information if we believe the change would violate any law or legal requirement or cause the information to be incorrect. Applicable law may allow or require us to refuse to provide you with access to some or all of the personal information that we hold about you, or we may have destroyed, erased, or made your personal information anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

We may request additional personal information from you to help us confirm your identity and execute your request. Any personal information we collect from you to verify your identity in connection with your request will be used solely for the purposes of verification. If we are unable to verify your request, we may deny the request or ask you for additional information that is reasonably necessary to authenticate your identity in connection with your request.

Depending upon your state of residency, you may also have the right to appeal our decision if we deny your request. If you wish to appeal our decision regarding your request, please click here or contact us via email at [privacy@larsontexts.com](mailto:privacy@larsontexts.com). If you wish to file a complaint, you may be able to contact your Attorney General or relevant enforcement agency.

## **RETENTION OF INFORMATION**

We will keep your personal information for as long as necessary to fulfill the purposes we collected it for and in accordance with our internal document retention policy and any applicable laws. Different retention periods apply for different types of personal information.

Under some circumstances, we may anonymize your personal information so that it can no longer be associated with you. We reserve the right to use such anonymous and de-identified data for any legitimate business purpose without further notice to you or your consent.

## **NOT INTENDED FOR USE OUTSIDE OF THE U.S.**

The Site is intended for use within the United States, and is not intended to be used in any other jurisdiction. The Site may function in countries other than the United States. If you use the Site from outside of the United States, you explicitly accept that your personal information may be transferred to, stored, and processed in the United States where laws regarding processing of personal information may differ from the laws of other countries. If you reside in a jurisdiction other than the United States and have questions regarding our use of your personal information, please contact us via the contact information in the [CONTACT US](#) section below.

## **SECURITY**

To protect your personal information in our custody or control from theft, unauthorized access, use, modification, and disclosure, and to maintain its accuracy and integrity, we have implemented reasonable technical, physical, and administrative security measures. Although we have implemented such security measures, please note that no electronic transmission of information can be guaranteed to be entirely secure.

## **LINKS TO OTHER WEBSITES**

Our Site may contain links to third-party websites and digital platforms. Larson Texts is not responsible for the content or policies of such websites and platforms. We recommend that you review the privacy policy posted on each third-party website and digital platform that you visit.

## **CONSUMERS WITH DISABILITIES**

To request this Notice in an alternative format, please reach out to us at the contact information provided in the [CONTACT US](#) section below.

## **CONTACT US**

If you have any questions regarding this Notice or our personal information practices, please feel free to contact us via email at [privacy@larsontexts.com](mailto:privacy@larsontexts.com), via telephone at 1-800-530-2355, or via mail at the following postal address:

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