

# Learning Explorer: Privacy Policy

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## **1. Introduction**

Protecting your private information is our priority at Learning Explorer. We want our Users to know about and understand our privacy practices, so we've created this document to explain the measures we take to keep

our website, platform and services a safe and secure environment for everyone.

This Privacy Policy describes what information we collect when you visit Learning Explorer and use our platform and services, how we use that information, and what choices we offer you to update and control it.

This Privacy Policy is incorporated into and is subject to the Learning Explorer Terms of Use at [learningexplorer.com/terms](https://learningexplorer.com/terms). By using the Learning Explorer website, products, tools, and/or services, you consent to the collection, use, storage, and disclosure of your personal information in accordance with this Privacy Policy.

This Privacy Policy applies regardless of the type of device you use to access Learning Explorer and whether you are accessing the service as a User or otherwise.

If you have any questions or concerns about this Privacy Policy, please contact us at [MemberSuccess@learningexplorer.com](mailto:MemberSuccess@learningexplorer.com) or by calling (888) 909-9035 (M-F 8 to 5pm Pacific Time).

## **2. Consent**

By using the Learning Explorer website, platform, products, tools, and/or services, you consent to the collection and use of your information as outlined in this Privacy Policy, and you consent to our Terms of Use.

## **3. Types of Information We Collect**

### **Personally Identifiable Information**

Personally Identifiable Information is information that can be used to uniquely identify account users, and may include, but may not be limited to, first and last names, title, email address, phone numbers, mail and school addresses, and if applicable, payment method or other billing information. Users can choose not to provide Personally Identifiable Information requested, but, in general, most of the Personally Identifiable Information requested is required in order to provide our services, and the lack of such information will prevent us from doing so.

### **Aggregate Information**

Aggregate Information is data we collect about a group or category of resources, services, or Users. We may collect, use, transfer, and disclose information that does not permit direct association with you. For instance, information about how you use a service might be collected and combined with information about how others use the same service, or information about the curriculum resources you link to from Learning Explorer might be collected and combined with information about the resources chosen by others for continued internal quality assurance.

### **GDPR - General Data Protection Regulation**

Learning Explorer proudly protects our customer users with industry-standard levels of data privacy and security. Learning Explorer's policies for data protection, processing, export, transfer, removal and breach reporting are in full compliance of the General Data Protection Regulation legislation. Response procedures for all requests are available upon request.

## **4. How We Collect and Use Information**

We receive and store teacher user information, including Personally Identifiable Information, about you and your use of Learning Explorer. We gather this information in a number of ways, including when you enter it on our website and interact with the Learning Explorer website, products, tools, and/or services. Learning Explorer does not collect or store any personally identifiable student information.

### **Information You Provide to Us**

#### **Feedback, Sharing, Collaboration and Profile Information**

We collect information that you voluntarily provide, share, and/or upload through our platform or services, including but not limited to feedback, content, files, collections, photos, videos, images, resource descriptions or other contributions. Information that you voluntarily provide, share, or upload is subject to our Terms of Use. We may store and link uploaded content, feedback and profile information to your Users Account.

Users shared or uploaded content may be moderated or edited by our staff. We will delete or refuse to publish any content that appears to be inappropriate or inaccurate. We may edit content for grammatical and

spelling errors. Your shared and/or uploaded information may remain even after your account is no longer active with Learning Explorer.

### **Surveys and Research**

We are committed to continually improving our services. When permitted, we may conduct surveys and ask Learning Explorer users to volunteer demographic information to be used on an aggregate basis for internal product research. We use such information to improve our services offered to our Users.

### **Email**

If you are a registered Users of Learning Explorer, and your district has elected to have you receive direct communications from Learning Explorer, we may occasionally send you emails to tell you about new features, solicit your feedback, or just keep you up-to-date with what's going on with Learning Explorer, our platform, website, products, tools, and/or services. If you do not want to receive such communications, you may opt out by following the 'unsubscribe' instructions in the email.

If you correspond with us or provide feedback by email, we may retain the content of your email messages, your email address, and our responses. If you send us a request (for example via an email to the District Success Team), we reserve the right to use the email in order to help us clarify or respond to your request, to help us support other Users, to develop the most useful services and features possible, and to market our services to others.

### **District Success Team**

We collect personal information when you submit comments, questions, or suggestions to our District Success Team via email, text, or phone. We are committed to improving our services, and your feedback and suggestions are essential to helping us do so. We use information you provide to respond to your submission and may use your feedback to improve our services.

## **Learning Explorer Accounts**

As a Learning Explorer user, your administrator may be able to do the following:

- Access information in and about your Learning Explorer account;
- Disclose, restrict, or access information that you have provided or that is made available to you when using your Learning Explorer account; and
- Control how your Learning Explorer account may be activated, accessed, or deleted.

## **Information Collected Automatically**

When you use Learning Explorer, we or our service providers may collect and analyze certain types of information including, but not limited to, information related to the ways you access or interact with the service. We may also gather other data, such as keyword searches you conduct and your search results. The information helps us provide improved services.

## **Cookies**

Most Aggregate Information is collected via cookies, tracking pixels, and other technical methods.

A cookie is a small amount of data that is sent to your browser from a web server and stored on your computer's hard drive. A cookie contains a unique number that allows Learning Explorer to recognize your computer. We use both session (temporary) and persistent cookies. A session cookie tracks visitor activity during a session or visit and expires when you close your browser. We use them to provide continuity for your visit as you navigate website pages. A persistent cookie remains on your computer after you close your browser so that it can be used by your browser to improve subsequent visits to the service. Persistent cookies, for example, allow us to keep track of your username and password (if you are a User), so you don't have to re-enter that information each time you visit.

Persistent cookies can be removed by following your web browser's directions. The Help function on most Internet browsers contains

information on how to set your web browser to refuse all cookies or to indicate when a cookie is being sent. However, some features of Learning Explorer may not function properly if cookies are disabled.

We use tracking pixels (also known as clear gifs) on some of our website pages in conjunction with cookies to compile statistics about site usage. Tracking pixels are small pieces of code that are embedded on the pages of websites or applications so we can detect when they have been viewed. We or our service providers use these technical methods to analyze the traffic patterns on Learning Explorer, such as the frequency with which our Members visit various parts of our website or use our other products and services, such as mobile applications, and to measure site effectiveness.

We also use tracking pixels in HTML emails that we send our Members and visitors to determine whether recipients have opened those emails and/or clicked on links in those emails.

On their own, cookies and tracking pixels do not contain or reveal any Personally Identifiable Information. 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. However, if you choose to furnish Learning Explorer with Personally Identifiable Information, for example by subscribing to Learning Explorer, this information can be associated with the data collected using cookies or tracking pixels. These technical methods, which may involve the transmission of information either directly to us or to our service providers, allow us to make our website and services, and any emails you have been given permission to receive, more relevant to you.

We use third party vendors, including Google, to direct online advertisements about Learning Explorer to visitors to our site who we think might benefit from our services. Third party vendors, including Google, display our ads on sites across the Internet. They use cookies to serve select advertisements based on previous visits to Learning Explorer. To learn how to opt out of such services, please see Section 7 of this document.

## **5. How and to Whom We Disclose Your Information**

Ensuring your privacy is important to us. We do not give, sell, trade, or rent your personal information to third parties except with your explicit consent or as outlined in this Policy.

### **Third-Party Service Providers**

We use other companies, agents, or contractors to perform services on our behalf. Examples include, but are not limited to, processing payment method transactions, sending email, analyzing data, etc. They have access to personal information needed only to perform the services we request, in accordance with this Privacy Policy. We do not authorize these companies to use or disclose your personal information except to provide the services we request of them.

### **Business Transfers**

Information about our Users, including Personally Identifiable Information, might be disclosed as part of any merger, acquisition, debt financing, or sale of company assets, as well as in the unlikely event of an insolvency, bankruptcy, or receivership in which Personally Identifiable information could be transferred as one of the business assets of the company. Any party who acquires our assets may continue to use your information as set forth in this Privacy Policy.

### **As Required by Law**

Learning Explorer may access or disclose information without providing you a choice in response to subpoenas, court orders, or legal process, to the extent permitted and as restricted by law; when disclosure is required to maintain the security and integrity of this service, or to protect any User's security or the security of other persons, consistent with applicable laws; to comply with laws and regulations or to enforce our Terms of Use.

## **6. How We Keep Your Information Secure**

The security of your most sensitive information is of the utmost importance to us. Learning Explorer uses secure HTTP (HTTPS), industry-standard, electronic, administrative, and physical procedures to safeguard the confidentiality of your Personally Identifiable Information, including, if applicable, Secure Sockets Layer ("SSL") technology to encrypt your payment method information when it is being transmitted

over the Internet. If applicable, we deliver your payment method information to be stored with our payment providers and do not maintain it in our system. We run continuous security scans of our site so that we can immediately address any discovered issues to continue to best protect the confidentiality of our Users information.

We take several steps to protect your personal information in our facilities. Only employees who need access to your personal information to perform a specific job are granted access to that information. Finally, we rely on third-party service providers for the physical security of some of our computer hardware. Their security procedures ensure that your information is as secure as possible. Learning Explorer is 100% AWS cloud hosted and all servers are kept in a secure physical environment with access only to technicians with appropriate security clearance.

Your Learning Explorer account is protected by a password and or district Single Sign-On (SSO) service for your privacy and security. You can help protect against unauthorized access to your account and Personally Identifiable Information by selecting and protecting your password appropriately and limiting access to your computer and browser by signing off after you have finished accessing your account.

While we use industry-standard precautions to safeguard your personal information, we cannot guarantee complete security. 100% complete security does not presently exist anywhere online or offline.

If, despite our extensive efforts to protect the security of your information, we believe a security breach has taken place, we will notify affected school or district administrators by the method described in the Learning Explorer Terms of Use.

## **7. Your Choices About What Happens to Your Information**

By accessing, interacting with, launching, downloading, uploading, or otherwise using Learning Explorer, and providing and/or making available to us your contact information, you expressly choose to receive certain communications from us as described in this Privacy Policy, and you expressly agree to the privacy practices described in it.

If you have elected to receive information about our services (or as permitted by your school or district) and would like at any time to unsubscribe from receiving this information, please follow the specific instructions included in such communications, adjust your email preferences, or send us an email detailing your specific request to [MemberSuccess@learningexplorer.com](mailto:MemberSuccess@learningexplorer.com). Please note that 'opt out' and 'unsubscribe' requests may not take effect immediately and may take a reasonable amount of time to receive, process, and apply, during which time your information shall remain subject to the terms and conditions herein. Also, please note that in order to keep you informed about the operation of the service and related services, we reserve the right to send you emails and announcements that are needed for the proper functioning and administration of our services.

If you ask Learning Explorer to stop using your Personally Identifiable Information, we will honor that request while retaining a record of it as necessary to comply with applicable federal, state, or local laws as described in our Terms of Use.

To opt out of third-party vendors' use of cookies to deliver ads based on what websites you visit, go to the Network Advertising Initiative opt-out page.

## **8. Children Under 13**

Our services are directed to a general education audience, and users include school districts, schools, teachers, parents and students.

We do not collect personally identifiable student information or student education records, and therefore we are not subject to the Family Educational Rights and Privacy Act (FERPA).

### Disclosure of Information

We do not collect or disclose personal information from children.

## **9. Links to Other Websites**

Learning Explorer contains links to third-party websites, and any information you provide to those sites will be covered by their privacy

policies. We encourage you to review the privacy policies of websites you choose to link to from Learning Explorer so that you can understand how they collect, use, and share your information. Learning Explorer is not responsible for the privacy statements, practices, or other content on websites outside of Learning Explorer.

## **10. International Users**

Learning Explorer is headquartered in Santa Barbara, California, US. If you are located outside of the United States, the Personally Identifiable Information you provide to us will be transferred to the United States and governed by applicable US laws and regulations and this Privacy Policy. Some of this information may be transferred to, processed, and stored temporarily by our service providers in other countries. By submitting your personal information, you consent to its transfer to and storage in the United States and other countries designated by Learning Explorer, its governance by US laws and regulations, and its use in accordance with this Privacy Policy.

## **11. California Consumer Privacy Act (CCPA) and California Privacy Rights**

This section provides additional details about the personal information LearningExplorer.com, LessonPlanet.com, and other related domains collect about California consumers and the rights afforded to them under the California Consumer Privacy Act or “CCPA.”

The Learning Explorer website(s) uses cookies to improve your experience for the purposes of, but no limited to, analytics, functionality, personalization, content and targeted advertising. Cookie based advertising from The Education Planet website(s) is a service provided by us to you as the consumer and is not an act of selling information to a third party for their use. By using these website(s), you agree with the use of these cookies.

The Learning Explorer website(s) does not sell (as such term is defined in the CCPA) the personal information we collect (and will not sell it without providing a right to opt out) including third party websites, services and data brokers. Please note that we do use third-party cookies for our advertising purposes as further described in our Cookie Policy.

Subject to certain limitations, the CCPA provides California consumers the right to request to know more details about the categories or specific pieces of personal information we collect (including how we use and disclose this information), to delete their personal information, to opt out of any “sales” that may be occurring, and to not be discriminated against for exercising these rights.

California consumers may make a request pursuant to their rights under the CCPA by contacting us at [MemberSuccess@learningexplorer.com](mailto:MemberSuccess@learningexplorer.com). We will verify your request using the information associated with your account, including email address. Government issued identification may be required to verify any and all Right to Know or Right to Delete requests. Consumers can also designate an authorized agent to exercise these rights on their behalf.

This policy does apply to any third parties, including our customers’ websites, source content sites and any social media platforms to which our website links as we have no control over any third-party websites and associated data privacy policies. We recommend you read and understand the individual privacy policies for other sites and platforms and direct any related inquires directly to them.

Regarding California Civil Code Section 1789.83: At Learning Explorer, it is our policy not to disclose Members’ Personally Identifiable Information to third parties for those parties’ direct marketing purposes unless you first affirmatively agree to such a disclosure. Further, you have the right to prevent disclosure of personal information for such purposes. To do so, please contact us at [LearningExplorer.com/contact](https://LearningExplorer.com/contact).

## **12. Changes to This Privacy Policy**

This version of the Learning Explorer Privacy Policy is effective as of September 10, 2020. As we improve and expand our website and services, this policy may change, so please refer back to it whenever you visit Learning Explorer to see if it has been updated since your last visit.

## **13. Additional Questions**

Please contact us [LearningExplorer.com/contact](https://LearningExplorer.com/contact) with any questions regarding our Privacy Policy.