

**This Privacy Policy applies to all users. Please see our specific information practices with regard to children under 13 at the end of this policy.**

UstartTeaching (UST) is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. By using the UST website, you consent to the items described in this policy statement.

**Membership**

Users using our online community or services require membership. To teach as a youth teacher or to sign up for online classes, you must become a member of the UST Community. To become a member, the only personal information we require is your email address to be used as your username and your birth date to identify your age. You will also select a password, which is needed to log on. We do ask about other necessary information in our application forms to get to know or serve you better, but none of this information is required for membership in the Community.

Your email address is used by us to send messages to you for communication purposes. We do so to confirm your username and password if you should forget your username or password. We also use your email address to assist in administering our website and to help enforce our conduct rules. We will not send solicitation emails collected as part of UST unless the user subscribes to join our mailing lists. We will not share your email address with third parties except when needed for the operation of our mailing list or when required by law.

**Use of your Personal Information**

UST collects and uses your personal information as requested in our application forms to process or deliver the services you have requested. We only have access to/collect the information you or your child voluntarily give us. UST does not sell, rent or lease your personal information to third parties. UST does not collect, use or disclose sensitive personal information, such as race, religion, or political affiliations. UST's website will disclose your personal information, without notice, only 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 UST or the site; (b) protect and defend the rights or property of UST; and, (c) act under exigent circumstances to protect the personal safety of users of UST, or the public.

We may disclose data we collect from UST members to a third party for educational research, business, and other purposes. Such data will never contain any personally identifiable information and will not allow a third party to identify any individual user.

You may opt out of any future contacts from us at any time by emailing us at [ust@youthteaching.org](mailto:ust@youthteaching.org). You can do the following at any time.

- Change/correct any information we have about you.
- Have us delete any information we have about you.
- Express any concern you have about our use of your information

## **Use of Photographs of Members**

UST uses photographs and videos of our Members for marketing, promotional, and website uses. By agreeing to this Privacy Policy, you authorize using these videos and photos on our website in publications, displays, and/or news releases. UST only uses first names or a nickname (if preferred by the youth teacher) when introducing the teachers on our website and never provides the last names of our Members when using these photos. Independent from UST, newspapers and outside entities may take photographs and videos of UST Members, which is completely out of our control, and UST takes no responsibility for videos and/or photographs taken and controlled by outside entities.

## **Cookies**

A "cookie" is a small piece of data placed on your computer by us. Within your web browser, cookies placed by our website can only be accessed by our website. We use cookies to maintain session and preference information to improve the use of the website. We do not use cookies to target advertisements to specific users. You may set your web browser to decline our cookies. However, this will render large portions of our website unusable.

## **Security**

We take precautions to protect your information. We do not request any sensitive information (such as credit card data) via our website. All donations or payments to UST are directly deposited to the UST business account ([ust@youthteaching.org](mailto:ust@youthteaching.org)) through Zelle or Venmo. Any personally identifiable information is collected by google forms and stored in google drive. Please refer to the Privacy Policy of Google Forms and Google Drive for details should you have any concerns. Only the personnel who need the information to perform a specific job are granted access to personally identifiable information. While the security of your personal information is of the utmost importance to us, we cannot absolutely guarantee the security of any information you choose to disclose.

## **Disclaimer of other sites' practices**

Our site contains links to other sites. We are not responsible for the privacy practices or the content of other such sites.

## **Effective date and notice of future changes**

This Privacy Policy is effective September 12, 2020. This Privacy Policy may be updated from time to time as necessary.

## **COPPA Policy**

The federal Children's Online Privacy Protection Act (COPPA) requires that we inform you of our practices with regard to our collection, use, or disclosure of personal information from children under the age of 13 and to obtain verifiable parental consent prior to collecting, using, or disclosing any such information. If we discover we have collected information from a child in a manner inconsistent with COPPA's requirements, we will either seek the parent's consent for that collection or delete the information. We won't require a child to disclose more information than is reasonably necessary to participate in an activity.

### **1. Information we collect and share**

When we use the term "children" or "child", it refers to individuals under the age of 13. We may collect and share the following personal information with verifiable parental consent (where necessary under COPPA) from children:

- (a) A username, which is your child's email, used to identify each child is created uniquely during registration.
- (b) If your child is willing to join us as a youth teacher, s/he will need to submit the Youth Teacher Application Form. Please refer to the form to see what information is collected. We will not review the information or process the application until we receive consent from you if your child fills out this form himself or herself. If we do not receive consent from you within seven business days, your child's application will be voided, and the application form will be permanently deleted.
- (c) If your child is willing to take our classes, s/he will need to submit the Class application form in which his first name, birth date, gender, email, phone number, grade, and emergency contact information will be asked. That information will only be used for internal purposes for communication and class arrangements. The child's real name will never be made publicly available on our website by us.
- (d) Other data may be collected during a child's participation on the website; for example, online homework submissions, live classroom discussions, etc. These data may be combined or associated with the child's first name and may be publicly available on the site at the child's or parent's discretion.
- (e) Students may have the opportunity to post personal information about themselves (for example, in a message board post or on a blog, or in the online classroom). Such information may be publicly displayed in google classroom or Dingtalk classroom. We strongly discourage users from sharing personal information, but we cannot prevent it in every instance.

(f) When children use our websites, certain information may automatically be collected by third parties: IP address or mobile identifier, the type of computer operating system, the web browser, the frequency with which the user visits various parts of our sites or applications, and information regarding the online or mobile service provider. This information may be collected using technologies such as cookies, which are described above.

This data is primarily collected and shared with third parties for internal purposes in order to:

- report, in aggregate, how our visitors find and use our website;
- understand overall visitor behavior; and
- inform how we update and improve our website.

This information is not used to target advertising to specific users. For any questions about how we or any third party uses your data, please do not hesitate to contact us.

(g) We may disclose a child's personal information if permitted or required by law, for example, in response to a court order or a subpoena.

(h) We generally do not collect personal information from a child until we have received verifiable parental consent in accordance with COPPA. There are limited instances where we may collect information without parental consent in compliance with COPPA, including:

- An email address is collected from a child at the time of registration solely to contact the child's parent in order to obtain the necessary parental consent;
- To protect the security or integrity of our sites, applications, and other technology; and
- Necessary information we need to place the child in the age and knowledge level appropriate class.

## 2. Parental rights and responsibilities

At any time, a parent can review or ask us to delete a child's personal information or can refuse to permit its further collection or use by contacting us by mail or email as listed below under Contact.

### **Contact**

Questions or comments about this policy or any requests may be sent to:

Address:

UstartTeaching, Inc

30 N Gould St. Ste N, Sheridan WY 82801

Phone: 215-239-4621

Email: [ust@youthteaching.org](mailto:ust@youthteaching.org)