

Campus Digital Repository Privacy Policy

Infinite Campus respects your privacy, and we are committed to protecting it through our compliance with this policy.

What does this Privacy Policy cover?

This Privacy Policy provides our policies and procedures for collecting, using, and disclosing your Information. Users can access the Infinite Campus Digital Repository Service (the “Service”) through our product, as licensed by your school, district, state or other licensee, via Devices, through APIs, and through third parties. A “Device” is any electronic computing device used to access the Service, including without limitation, a desktop, laptop, mobile phone, tablet, or other consumer electronic device. This Privacy Policy governs your access of the Service, regardless of how you access it, and by using our Services you consent to the collection, transfer, processing, storage, disclosure, and other uses described in this Privacy Policy. All the different forms of data, content, and information described below are collectively referred to as “Information.” This Privacy Policy, and the related Information collected, are specific to the Services and are not related to other products licensed from us.

If you do not agree with our policies and practices, your choice is not to use the Service. By accessing or using the Service, you agree to this Privacy Policy. This policy may change from time to time. Your continued use of the Service after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

What Information do we collect from the people that use the Service?

We may collect and store the following information when running the Service:

- **Information You Provide:** when you enable an account, we collect some personal information, such as your name and other demographic information.
- **Files:** we collect and store the files you upload, download, share, or access with the Service (“Files”). If you add a file to the Service that has been previously uploaded by you or another user, we may associate all or a portion of the previous file with your account rather than storing a duplicate.
- **Log Data:** when you use the Service, we automatically record information from your Device, and your activity using the Services. This may include the Device’s Internet Protocol (“IP”) address, browser type, information you search for on in our Service, locale preferences, geolocation data, identification numbers associated with your Devices, your mobile carrier, date and time stamps associated with transactions, system configuration information, metadata concerning your Files, and other interactions with the Service.
- **Cookies:** we also use cookies to collect information and improve our Services. A cookie is a small data file that we transfer to your Device. We may use persistent cookies to save your user

ID for future logins to the Service. We may use session ID cookies to enable certain features of the Service, to better understand how you interact with the Service and to monitor aggregate usage and web traffic routing on the Service. You can instruct your browser, by changing its options, to stop accepting cookies or to prompt you before accepting a cookie from the websites you visit. If you do not accept cookies, however, you may not be able to use all aspects of the Service.

How do we use your Information?

Personal Information: while using the Service, we may collect personal information that can be used to contact or identify you (“Personal Information”). Personal Information is or may be used: (i) to provide and improve the Service; (ii) to administer use of the Service; (iii) to better understand your needs and interests; (iv) to personalize and improve your experience; and (v) to provide or offer software updates and product announcements. If you no longer wish to receive communications from us, please follow the “unsubscribe” instructions provided in any of those communications or update your account settings information.

Geolocation Information: some Devices allow applications to access real-time location-based information (for example, GPS). Our mobile apps do not collect such information from your Devices as of the date this policy went into effect but may do so in the future with your consent to improve our Services. Some photos you place in our Service may contain recorded location information. We may use this information to optimize your experience. Also, some of the information we collect from a Device, for example IP address, can sometimes be used to approximate a Device’s location.

Analytics: we also collect some information (ourselves or using third party services) using logging and cookies, which can sometimes be correlated with Personal Information. We use this information for the above purposes and to monitor and analyze use of the Service, for the Service’s technical administration, to increase our Service’s functionality and user-friendliness, and to verify users have the authorization needed for the Service to process their requests.

Who do we disclose Information to?

We do not share or sell your data with any other vendors or third parties for marketing or sale purposes. We may disclose Information that we collect or that you provide as described in this Privacy Policy:

- **Service Providers, Business Partners and Others:** we may use certain trusted third-party companies and individuals to help us provide, analyze, and improve the Service (including but not limited to data storage, maintenance services, database management, web analytics, payment processing, and improvement of the Service’s features). These third parties may have access to your information only for purposes of performing these tasks on our behalf and under obligations similar to those in this Privacy Policy.
- **Compliance with Laws and Law Enforcement Requests; Protection of Infinite Campus' Rights:** we may disclose to parties outside Infinite Campus the files stored in the Service and information about you that we collect when we have a good faith belief that disclosure is

reasonably necessary to: (a) comply with a law, regulation or compulsory legal request; (b) protect the safety of any person from death or serious bodily injury; (c) prevent fraud or abuse of Infinite Campus or its users; or (d) to protect Infinite Campus' property rights. If we provide your files to a law enforcement agency as set forth above, we will remove any Infinite Campus encryption from the files before providing them to law enforcement. However, Infinite Campus will not be able to decrypt any files that you encrypted prior to storing them on the Service.

- **Business Transfers:** if we are involved in a merger, acquisition, or sale of all or a portion of our assets, your information may be transferred as part of that transaction, but we will notify you (for example, via email and/or a prominent notice in the Service or on our website) of any change in control or use of your Personal Information or Files, or if either become subject to a different Privacy Policy. We will also notify you of choices you may have regarding the information. The applicable Infinite Campus End User License Agreement also has provisions regarding this type of business transaction, and these Terms do not alter those provisions.
- **Non-private or Non-Personal Information:** we may disclose your non-private, aggregated, or otherwise non-personal information, such as usage statistics of our Service.

How do we protect user Information?

All Personal Information you provide is contained behind secured networks and is only accessible by a limited number of persons who are required to keep the Information confidential. In addition, any Information you supply via the Services is encrypted via Transport Layer Security (TLS) technology.

Children Under the Age of 16

The Service is not intended for children under 16 years of age. We do not knowingly collect personal Information from children under 16. If you are under 16, do not use or provide any Information in the Service or through any of its features.

Infinite Campus Community

Our Service offers publicly accessible community services such as blogs, forums, and wikis. You should be aware that any information you provide in these areas may be read, collected, and used by others who access them. Your posts may remain even after you cancel your account.

Changes to Our Privacy Policy

It is our policy to post any changes we make to our Privacy Policy on this page. The date the Privacy Policy was last revised is identified at the bottom of the page. You are responsible for periodically visiting our website and this Privacy Policy to check for any changes. By continuing to use the Service after those changes become effective, you agree to be bound by the revised Privacy Policy.

Contact Information

If there are any questions regarding this Privacy Policy, you may contact us using the Information below:

Infinite Campus, Inc.
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4321 109th Ave NE
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Phone: 1-800-850-2335

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