

Writing by Design® | Grading by Design™ Privacy Policy

I. Privacy Rights

This Privacy Policy is intended to answer questions about **Writing by Design® | Grading by Design™** privacy practices applicable to data stored on behalf of teachers, administrators, parents, guardians, school districts, and other educational systems (“Educational Systems”).

Writing by Design® | Grading by Design™ provides Educational Systems with tools to collect, organize, and analyze data relative to student writing performance. Independent of **Writing by Design® | Grading by Design™**, Educational Systems collect student writing samples and determine how the information will be processed. This Privacy Policy does not cover the practices of Educational Systems that **Writing by Design® | Grading by Design™** does not own or control.

II. Family Educational Rights and Privacy Act (“FERPA”)

Writing by Design® | Grading by Design™ and the services it provides to Educational Systems comply with applicable provisions of law, including the FERPA and equivalent state laws.

III. Student and Teacher Information

Educational Systems use **Writing by Design® | Grading by Design™** services to assist with administration and delivery of activities specific to writing instruction. **Writing by Design® | Grading by Design™** services provide efficient systems to collect, organize, access, and report information for educational purposes.

The data Educational Systems store using **Writing by Design® | Grading by Design™** tools may include the following:

- a. Teacher and student names
- b. User email addresses
- c. Class and assignment information
- d. Assignment documents, feedback, and scores

IV. Disclosure to Third Parties

Writing by Design® | Grading by Design™ will not disclose information described in this policy to any third party unless such action is necessary for the following:

- (a) Comply with a court order or other legal process served on us or assist government enforcement agencies;
- (b) Investigate or prevent suspected illegal activities or protect the security and integrity of **Writing by Design® | Grading by Design™**
- (c) Enforce this Privacy Policy, our Terms of Service, or other binding agreements such as the contract between **Writing by Design® | Grading by Design™** and Educational Systems;

(d) Take precautions against liability, investigate or defend against any third-party claims or allegations;
or

(e) Exercise or protect the rights, property, or personal safety of **Writing by Design® | Grading by Design™** its employees, customers, or others.

If **Writing by Design® | Grading by Design™** sells assets or business divisions, the information stored on its systems may be transferred to new owners. Stored information may also be transferred or assigned in the course of business transitions, including but not limited to mergers, divestitures, or dissolution. In the event of such a transaction, any successor entity that acquires information will be subject to the terms and conditions of this Privacy Policy.

V. Information Protection

To protect the privacy of information maintained on behalf of Educational Systems, security measures - physical, electronic, and procedural - are used to help defend against the unauthorized access and disclosure of information. These measures meet or exceed the requirements of applicable federal and state law.

Despite these precautions, no system can be completely secure and there remains a risk that unauthorized access or use, hardware or software failure, human error, or other factors may compromise the security of stored information.

VI. Updates to this Privacy Policy

Writing by Design® | Grading by Design™ may update or modify this Privacy Policy to reflect changes in the way information is maintained, used, shared, or secured. Any changes to this Privacy Policy will become effective upon posting of the revised policy to the **Writing by Design® | Grading by Design™** website.

How to Contact Us

For answers to questions about this Privacy Policy, please contact us -

Phone: 888.847.9845

Email: info@WritingByDesignK8.com