

Connecticut Privacy Statement

Introduction:

This Connecticut Privacy Statement (this "Statement") is made by GoAnimate, Inc. ("GoAnimate") in order to evidence GoAnimate's compliance with the Connecticut Public Act No. 16-189, An Act Concerning Student Data Privacy (the "CT Act"). This Statement forms a part of GoAnimate's Privacy Policy to the extent any customer or student is covered by the CT Act.

Statement Regarding Student Information, Student Records and Student-Generated Content (Reference CT Act Section 2a.1):

Student information, student records and student-generated content are not the property of or under control of GoAnimate. The terms "student information," "student records" and "student-generated content" as used herein are defined in the CT Act.

Process to Request Deletion of Student Information, Student Records or Student-Generated Content (Reference CT Act Section 2a.2):

Step 1: An authorized requestor should send an email to support@goanimate4schools.com (<mailto:support@goanimate4schools.com>) with the following information:

Subject: Request deletion of student information

Content: The email should contain the specific information to be deleted and the authority under which the requester is acting.

In order to generate an appropriate paper trail, this email is required. Action will not be taken based on a phone call or a live chat.

Step 2: A Customer Success Associate will validate the person's authority to take the action requested. An authorized requestor is any one of the following:

- The Super Teacher on the account.
- An active Teacher on the account.

Step 3: Once the requestor's authority to act has been confirmed, the Customer Success Associate will take the action requested.

Statement Regarding Use of Student Information, Student Records or Student-Generated Content (Reference CT Act Section 2a.3):

GoAnimate shall not use student information, student records and student-generated content for any purposes other than those authorized pursuant to the agreement between GoAnimate and the customer.

Process to Review Personally Identifiable Information (Reference CT Act Section 2a.4):

A student, parent, or legal guardian may review and correct personally identifiable information (PII) covered under the CT Act by contacting the Super Teacher on the GoAnimate for Schools account. The Super Teacher will either take the requested action directly, or seek assistance from GoAnimate.

Step 1: If the Super Teacher chooses to ask GoAnimate to assist, he or she should send an email to support@goanimate4schools.com (<mailto:support@goanimate4schools.com>) with the following information:

Subject: Request review or change to student personally identifiable information

Content: The email should contain:

- The name of the student
- The GoAnimate username of the student
- The specific information to be reviewed, and/or corrected

Step 2: A Customer Success Associate will validate that the requestor is the Super Teacher on the account.

Step 3: Once the requestor's authority to act has been confirmed, the Customer Success Associate will take the action requested.

Statement Regarding Security and Confidentiality of Student Information, Student Records and Student-Generated Content (Reference CT Act Section 2a.5):

GoAnimate shall take actions designed to ensure the security and confidentiality of student information, student records and student-generated content.

Notification Procedures in the Event of an Unauthorized Release, Disclosure or Acquisition of Student Information, Student Records or Student-Generated Content (Reference CT Act Section 2a.6):

In accordance with Section 4 of the CT Act, GoAnimate will follow the procedures stated herein to notify the local or regional board of education upon discovery of a breach of security that results in the unauthorized release, disclosure, or acquisition of student information, excluding any directory information.

As soon as feasible, but not more than 30 days after the discovery of a breach, GoAnimate will call the local or regional school board impacted, and also send an email to the Super Teacher of impacted accounts stating *"In compliance with the Connecticut Public Act No. 16-189, An Act Concerning Student Data Privacy, GoAnimate is emailing to request contact information for all students, or at least one parent or guardian for each student who uses, or has used, GoAnimate under your account. So that GoAnimate can comply with the law, please provide this information as soon as possible."*

In accordance with Section 4 of the CT Act, GoAnimate will follow the procedures stated herein to notify the local or regional board of education upon discovery of a breach of security that results in the unauthorized release, disclosure, or acquisition of directory information, student records, or student-generated content.

As soon as feasible, but not more than 60 days after the discovery of a breach, GoAnimate will call the local or regional school board impacted, and also send an email to the Super Teacher of impacted accounts stating *"In compliance with the Connecticut Public Act No. 16-189, An Act Concerning Student Data Privacy, GoAnimate is emailing to request contact information for all students, or at least one parent or guardian for each student who uses, or has used, GoAnimate under your account. So that GoAnimate can comply with the law, please provide this information as soon as possible."*

Statement Regarding Retention of Student Information, Student Records or Student-Generated Content (Reference CT Act Section 2a.7):

Student information, student records or student-generated content shall not be retained or available to GoAnimate upon completion of the contracted services unless a student, parent or legal guardian of a student chooses to establish or maintain an electronic account with GoAnimate for the purpose of storing student-generated content.

When a GoAnimate for Schools subscription expires, student records and all student-generated content will be permanently deleted after 365 days, unless a request is made from the Super Teacher to permanently delete the information sooner. All such requests will be acted upon within 30 days.

If a student, parent, or legal guardian of a student makes a request to establish or maintain an electronic account for the purpose of storing student-generated content, GoAnimate will help them purchase a new subscription following normal processes.

Statement Regarding Compliance with Family Educational Rights and Privacy Act (Reference CT Act Section 2a.8):

GoAnimate and the local or regional board of education shall ensure compliance with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended from time to time.

Statement Regarding Connecticut Law (Reference CT Act Section 2a.9):

The laws of the state of Connecticut shall govern the rights and duties of GoAnimate and any local or regional board of education located in the State of Connecticut.

Statement Regarding Severability (Reference CT Act Section 2a.10):

If any provisions of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of the contract which can be given effect without the invalid provision or application.

Process to Delete Student Information, Student Records or Student-Generated Content If Requested (Reference CT Act Section 3a.2):

Step 1 - Validate authority to act

When an incoming request to delete content is received, GoAnimate must first validate the requestor's authority to act. The only authority that is recognized is a request from the Super Teacher. If the requestor is not the Super Teacher, the Customer Success Associate will direct the person to seek assistance from the Super Teacher.

Step 2 - Delete the requested content

Once a validated request has been received from a Super Teacher, the Customer Success Associate will either delete the content directly, or place a work order with GoAnimate's technical support group to delete the content.

This Statement was last updated: November 19, 2016