

# **PRIVACY POLICY**

## **E-LANGUGE LERNING LLC**

### **Information we collect and how we use it**

If you are a student, we, e-Language Learning, store on our server your name and password when your instructor inputs them in a course roster. We use the collected information for the sole purpose of providing service to you.

If you are an instructor, we, e-Language Learning, collect the following information at the time of user registration: your name, email address, and school name. When you request us to set up a course, we collect the course designation (name, number, etc.). When you set up a course roster, the roster information (student names and passwords) are stored on our server.

### **Information sharing**

We do not share the stored personal information with any third party.

### **Information security**

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, including appropriate encryption and physical security measures to guard against unauthorized access to systems where we store personal data.

We restrict access to personal information to e-Language Learning employees, contractors and agents who need to know that information in order to provide service to you. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

### **Accessing and updating personal information**

If there has been any change in the personal information you provide to us, we ask that you notify us of the change at your earliest convenience so that the service will continue without any interruption.

### **Enforcement**

E-Language Learning regularly reviews its compliance with this Privacy Policy. When we receive formal written complaints, it is our policy to contact the complaining user regarding his or her concerns. We will cooperate with the appropriate regulatory authorities, including local data protection authorities, to resolve any complaints regarding the transfer of personal data that cannot be resolved between us and an individual.

### **Changes to this Privacy Policy**

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Privacy Policy without your explicit consent. We will post any Privacy Policy changes on this page

and, if the changes are significant, we will provide a more prominent notice (including email notification of Privacy Policy changes).

Updated: 6/25/2017