

NextSteps Journal

PRIVACY POLICY

Last updated: February 2026

This Privacy Policy explains how NextSteps Journal collects, uses, stores, and protects personal information across all NextSteps Journal platforms, including the website, digital publications, chapter platforms, workshops, forms, and related services.

By accessing or using any part of NextSteps Journal, you consent to the practices described in this Privacy Policy. If you do not agree, do not use or submit information to NextSteps Journal.

1. Purpose and Scope

NextSteps Journal is a student-led, nonprofit organization focused on educational content, career exploration, and academic guidance for high school students. Personal information is collected only when necessary to operate programs, review submissions, manage participation, and communicate with contributors, volunteers, chapters, and partners.

This Privacy Policy applies to all users, including students, parents or guardians, educators, volunteers, contributors, interviewees, and professionals interacting with NextSteps Journal.

2. Information We Collect

NextSteps Journal may collect limited personal information, including but not limited to:

Names, email addresses, school or organizational affiliation, grade level, role, and general location Application and submission materials such as articles, interview responses, forms, bios, and supporting documents Communication records when you contact or correspond with NextSteps Journal Payment confirmation details for submission fees when applicable. NextSteps Journal does not store full payment card information

Information is collected only when voluntarily provided or when required for participation in a specific activity.

3. Information from Minors

NextSteps Journal primarily serves high school students. Users must be at least 13 years old to use the platform. Parents, guardians, or advisors are responsible for supervising minors where required by school policy or local regulations.

NextSteps Journal does not knowingly collect personal information from children under 13. If such information is discovered, it will be removed within a reasonable timeframe.

4. How Information Is Used

Collected information may be used to:

Review and manage applications, submissions, interviews, and workshop participation
Communicate updates, decisions, schedules, and organizational notices
Publish accepted content with appropriate attribution
Maintain internal records for educational, nonprofit, and operational purposes
Ensure compliance with policies, standards, and legal obligations

NextSteps Journal does not sell, rent, or trade personal information.

5. Publication and Attribution

If your content is accepted for publication, your name, role, school, title, and submitted materials may appear publicly on NextSteps Journal platforms.

By submitting content or participating as an interviewee, you acknowledge that published materials may be accessed, shared, archived, or referenced by third parties beyond NextSteps Journal's direct control.

6. Interviews and Media Consent

Participants involved in interviews, recordings, or media-based content grant permission for their responses, name, title, and likeness to be used for educational and nonprofit purposes unless otherwise agreed in writing.

Contributors are responsible for obtaining consent from interviewees prior to submission.

7. Data Sharing and Third Parties

NextSteps Journal may share limited information only when necessary to:

Operate platforms, forms, or payment processing through trusted service providers
Comply with legal obligations or institutional requirements
Protect the rights, safety, or integrity of NextSteps Journal and its community

Third-party services are governed by their own privacy practices. NextSteps Journal does not control or assume responsibility for external platforms.

8. Data Storage and Security

NextSteps Journal takes reasonable administrative and technical measures to protect personal information from unauthorized access, loss, or misuse.

However, no system can guarantee absolute security. Users submit information at their own risk.

9. Data Retention

Personal information and submitted content may be retained for educational, nonprofit, archival, or record-keeping purposes.

Even if content is removed from public platforms, archived copies or references may remain in internal records or previously distributed materials.

10. Content Removal and Information Requests

Contributors may request removal of their own published content or associated personal information by contacting NextSteps Journal directly.

Requests are reviewed on a case-by-case basis. NextSteps Journal is not obligated to remove content immediately and may retain archived or previously distributed versions. Removal does not create entitlement to refunds, compensation, or claims.

11 Changes to This Privacy Policy

This Privacy Policy may be updated as NextSteps Journal evolves. Continued use of the platform after changes constitutes acceptance of the revised policy.

12. Contact

Contact Questions or requests regarding privacy or data handling may be directed to: **NextSteps Journal**, Email: nextstepsjournal@gmail.com

By using NextSteps Journal, you acknowledge that you have read, understood, and agreed to this Privacy Policy.