

## Scrivner Classroom Tools - Privacy Policy

**Effective Date:** 3/31/2025

**1. Introduction** Scrivner Classroom Tools ("Company," "We," "Us," or "Our") values your privacy and is committed to protecting your personal information. This Privacy Policy outlines how we collect, use, disclose, and safeguard your data when you visit our website and use our services ("Website").

**2. Information We Collect** We may collect the following types of information: 2.1. **Personal Information:** Includes, but is not limited to, your name, email address, contact details, account credentials, and any other details you voluntarily provide. 2.2. **Non-Personal Information:** Includes browser type, IP address, referring URLs, operating system, and usage data collected through cookies and tracking technologies. 2.3. **User-Generated Content:** Any information or materials you submit, post, or upload to the Website. 2.4. **Payment Information:** If applicable, we collect billing details necessary to process transactions securely.

**3. How We Collect Information** 3.1. **Direct Collection:** When you sign up, complete forms, or contact us. 3.2. **Automated Collection:** Through cookies, analytics tools, and tracking technologies. 3.3. **Third-Party Sources:** We may receive information from third-party service providers.

**4. Use of Information** We may use collected information for the following purposes: 4.1. To provide, maintain, and improve the Website and its services. 4.2. To personalize user experience and deliver tailored content. 4.3. To process transactions and send administrative communications. 4.4. To respond to user inquiries, requests, and support needs. 4.5. To comply with legal obligations and enforce our policies. 4.6. To analyze Website usage and improve security measures.

**5. Sharing and Disclosure of Information** We do not sell your personal information but may share it under the following circumstances: 5.1. **With Service Providers:** To facilitate Website functions, such as payment processing and hosting. 5.2. **For Legal Compliance:** When required by law or legal proceedings. 5.3. **For Business Transfers:** In the event of a merger, acquisition, or sale of assets. 5.4. **With Your Consent:** When you explicitly agree to share your information.

**6. Cookies and Tracking Technologies** 6.1. We use cookies and similar tracking technologies to enhance user experience and gather data about site interactions. 6.2. You can control cookie preferences through your browser settings.

**7. Data Security** 7.1. We implement appropriate security measures to protect your personal data from unauthorized access, alteration, disclosure, or destruction. 7.2. However, no method of transmission over the internet is 100% secure, and we cannot guarantee absolute security.

**8. Data Retention** 8.1. We retain personal data only as long as necessary for the purposes outlined in this policy or as required by law.

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**9. Third-Party Links and Services** 9.1. The Website may contain links to third-party websites. We are not responsible for their privacy practices and encourage users to review their policies.

**10. Children's Privacy** 10.1. We do not knowingly collect information from individuals under the age of 18. If we become aware of such collection, we will take steps to remove the data.

**11. User Rights and Choices** 11.1. You have the right to access, correct, update, or delete your personal information. 11.2. You may opt out of marketing communications at any time. 11.3. In certain jurisdictions, you may have additional rights regarding your data.

**12. Changes to This Privacy Policy** 12.1. We reserve the right to update this Privacy Policy at any time. Changes will be posted on this page with an updated effective date.

**13. Contact Information** 13.1. For any questions regarding this Privacy Policy, please contact us at [support@scrivner.org](mailto:support@scrivner.org).