

Privacy Policy

Statement:

YellowFolder LLC is committed to protecting your privacy. YellowFolder LLC has created this privacy statement in order to demonstrate our firm commitment to your privacy.

Collection of your Personal Information:

YellowFolder collects personal information, such as e-mail address, name, home or work address or telephone and fax number(s) (collectively, "User Information"), and stores personal information on students and staff of K-12 education entities, including information such as student records, personnel records and other school forms and materials containing private information related to both students and staff members (collectively, "School Information"; User Information and School Information are collectively referred to as "Information").

YellowFolder has taken the commercially reasonable steps to ensure that Information is kept confidential at all times. YellowFolder processes and uses School Information exclusively for educational purposes and to fulfill contractual agreements between the respective schools and districts that own the School Information.

These Steps Include:

- YellowFolder enforces strict, limited access to Information databases for YellowFolder's internal purposes.
- YellowFolder communicates this privacy statement to all YellowFolder employees and subcontractors, provides training on federal and state law governing information confidentially, and requires strict compliance with data protection and security requirements.
- YellowFolder has not, and will not, sell, rent, disseminate or disclose any School Information or User Information on the YellowFolder system to any other company or organization for any purpose.
- YellowFolder provides each client education entity ("Education Entity") with the ability to receive electronic copies of any and all data related to such Education Entity kept on the YellowFolder system at all times. YellowFolder also will provide authorized staff of such Education Entity with the ability to review (and potentially, correct) data maintained on the YellowFolder system and related to their tenure with such Education Entity, provided that such authorized staff member follows the laws, regulations and rules for accessing such School Information via formal channels established within the client Education Entity and the legal jurisdictions where it is located.
- YellowFolder retains each Education Entity's School Information on the YellowFolder system based on retention schedules approved by such Education Entity. Upon a termination of all services with an Education Entity, YellowFolder provides the Education Entity with the ability to receive electronic copies of all records and data maintained on the YellowFolder system, and permanently removes and destroys all data related to such Education Entity from the YellowFolder system.



- YellowFolder communicates via mail, e-mail or other online delivery devices unless you tell us not to. If you believe you are receiving our communications in error or no longer desire to receive these communications, please inform YellowFolder and we will remove your name from our mailing lists.
- YellowFolder will require any successor entity to YellowFolder to adhere to the terms and conditions of this privacy statement, or to provide advance written notice to all the then-current Education Entities using the YellowFolder system of any limitations to this privacy statement, and, in the event that limitations are forthcoming, a reasonable period of notice regarding such privacy statement changes to allow the Education Entity time to seek an alternative storage repository for its data.

Links:

The Site contains links to other websites. Please note that when you click on one of these links, you are moving to another website. We encourage you to read the privacy statements of these linked sites as their privacy policy may differ from ours.

Cookies and Osano:

YellowFolder uses data governance and compliance services provided by Osano ([Osano Privacy Policy](#)) that use JavaScript and cookies. This service may use cookies to collect information for analytics. Cookies are very small text files stored on your computer by your web browser. You may refuse the use of cookies by selecting the appropriate settings on your browser. If cookies are refused, you will still be able to use the Site, and anonymous data will still be collected in our internal transaction logs. By accepting cookies, you consent to the processing of data in the manner and for the purposes set out in this privacy statement.

Security of your Personal Information:

YellowFolder is committed to protecting the security of your Information. We use security technology and procedures to help protect your Information from unauthorized access, use or disclosure in compliance with state, federal and local data security and privacy requirements. We store the Information you provide on redundant computer systems located in controlled facilities in the United States of America. When transmitting and storing highly confidential information such as School Information, we protect it through the use of encryption by industry standard Secure Sockets Layer ("SSL") technology using AES 256-bit encryption so that it cannot be read even if it is wrongly intercepted.

Breach Response:

A breach is defined as an incident where sensitive, protected, or confidential personal information and personal data has potentially been accessed, stolen, or used without authorization. In the event of a data breach, YellowFolder will follow the minimum guidelines or policies formally adopted prior to such breach by the applicable state agency or authority governing the District in responding to such data breach.

**Changes:**

YellowFolder reserves the right to change, modify, add or remove portions of this privacy statement at any time, but will alert you on the Site that changes have been made by indicating on the privacy statement the date it was last updated. When you visit the Site you are accepting the current version of this privacy statement as posted on the Site at that time. We recommend that users re-visit this privacy statement on occasion to learn of any changes. In the event that YellowFolder limits the privacy rights of client Education Entities or their authorized staff in any manner, YellowFolder will provide a notice on the Site at the time of log-in notifying of changes to this privacy statement.

Contact Information:

YellowFolder welcomes your comments regarding this privacy statement. If you believe that YellowFolder has not adhered to this privacy statement, please contact YellowFolder by telephone, e-mail or postal mail.

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