

# The Teacher Writing Center Internet Privacy Policy and Practices

The Teacher Writing Center respects your privacy rights and is committed to protecting them. This privacy policy describes how the Teacher Writing Center collects, protects, and uses information gathered about you on the Teacher Writing Center website.

1. **Personal Information.** "Personal Information" includes any information that is identifiable with you. This information may include but is not limited to your name, address, phone number, gender, email address, and other identification information. We collect minimal personal information and only by fair and lawful means (for example, when you sign up for a free trial of Grammar Gallery, you must provide your name, school, and email address). We do not collect personal information from third party service providers or provide such information to third party service providers.
2. **Student Data.** The Teacher Writing Center **does not have access to or collect any student data** through our web-based instructional programs. Licensed sites receive one login for all teachers at the site and one login for all students at the site. Downloadable materials are provided in the Portable Document Format (PDF) standard.
3. **Personal Information and Technology.** The Teacher Writing Center Web Site may also collect some information about you using technology, so it may not be readily apparent to you that it is being collected. For instance, when you log onto our web site we may collect your IP address. An IP address is often associated with the place from which you enter the Internet such as your Internet Service Provider (ISP) or your school site. This information is not personally identifiable. The Teacher Writing Center Web Site uses information collected through technology to make our web site more relevant and useful to you and to respond to specific requests from you.
  - a. "Cookies" are data files that a website sends to your computer while you are viewing the site. These data files include information that allows websites to remember important information that will make your use of the site more efficient and useful to you. The Teacher Writing Center may use "cookie" technology and IP addresses to obtain non- personal information from its on-line visitors, and also to provide registered users with the best possible personalized on-line experience.
  - b. The cookie tracks the total number of visitors to our site in an "aggregate" form (in other words, the personal information of an individual is pooled into a group of such information such that the personal information cannot be identified with that individual). We do not extract personal information in this process nor do we disclose this information to third parties. Cookies are a tool to allow us to update and improve our sites.
  - c. If you do not want cookies, you can set your computer to warn you each time a cookie is being sent or turn off all cookies through your browser (e.g., Internet Explorer or Netscape Navigator). Check your browser HELP menu to learn the correct way to change or update your cookies. NOTE: If you disable cookies, you may be unable to access some of the features of our site.
4. **Teacher Writing Center Use of Personal Information.** The primary purpose for which we collect your personal information is to respond to inquiries, suggestions, and concerns. We use aggregated information for research purposes to improve the content we provide and the way in which you access this content.

5. **Security.** The importance of security for all personal information collected through the website is of utmost concern to us. We have taken technical, contractual, administrative, and physical security steps to protect the personal information collected from you on the Teacher Writing Center website with a level of security appropriate to the sensitivity of the personal information collected. These security measures are periodically reviewed. Please be aware that there are some things that users can do to help protect the security of this information as well. For instance, you should never give out their passwords.
6. **Privacy Policy Questions/Concerns.** All comments, questions, concerns or complaints regarding your personal information or our Privacy Policy and Practices, should be forwarded in writing to:

SG Consulting, Inc.  
P.O. Box 2262  
Mesilla Park, NM 88047  
Attention: Privacy Officer