

# WebRoom Education Privacy Policy

Thank you for using iTeach.world and WebRoom!

Our mission is to provide you with your very own virtual school and to give you a simple option to have live online classes. In order to do that, we collect certain information to make the different platform features work. This policy was written to help you understand what information we collect, how we use it and what choices you have about it. This includes the circumstances of sharing this information, the procedures to request information and get deleted from our system when needed and how you can contact us.

You will find out more about why we collect your data whether you're a client of iTeach.world, a user of WebRoom, a customer or a user of a site who uses the iTeach.world services or mobile app (together known as "Services") or if you are just visiting <https://iteach.world> or <https://webroom.net>.

Our privacy policy is part our website's terms and conditions of use. You can read these terms and conditions at <https://iteach.world>.

## 1. Personal information collection

By creating a virtual school and becoming a customer of iTeach.world, you recognize that it is your responsibility to link to your privacy policy on your iTeach.world virtual school that complies with the laws applicable to your business, if you are required to do so. You also agree to obtain consent from your students for the use and access of their Personal Information by iTeach.world and other third parties when required.

If you are collecting any sensitive Personal Information from your virtual school's users (for example and including information relating to medical or health conditions, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or sexuality), you agree to obtain affirmative, express consent from your users for the use and access of sensitive Personal Information by WebRoom Education and other third parties.

### 1.1 Information collected from customers

In order to offer the Services, we need to collect information from our customers. Here is a summary of the information that we collect from our customers and what we do with it:

#### a. The information you provide:

- When you register as an iTeach.world user we will ask for certain personal information, such as your email address and language. We need this information to provide you with our Services, so you can access your account and we can send you notifications and contact you when needed.
- You may voluntarily provide additional information related to your profile, such as your time zone, country and city, phone, and social media channel links. Some other information you might upload to your profile are images, videos or your educational credentials. By this you

agree that this information will be shared with visitors and users of your virtual school and it can be indexed by search engines. The personally identifiable information you choose to provide on our platform is used to help you describe yourself to other users. If you wish to edit or delete them, you can do it any time by editing your profile.

- You might add different API keys and secrets to integrate third-party tools and services into your school. This doesn't grant us any access to your account at these service providers.
- When you voluntarily share personal information with us in your course and/or class descriptions and as you are using the services we provide we store that information.
- When you use our virtual room and share any links, files, create whiteboards that contain personal information.
- When transactions between you and our website involve payment by credit card, debit card, and/or third party online payment services, we will collect information as part of the course of doing business with you, including billing address, telephone number, and other information related to the transaction.
- When you share personal information about your customers ("users") we store that information for you so that you can process user registrations and better serve your customers.

**b. The information you share**

- You may choose to invite to join your courses by sending invitation emails via our share or invite feature. We will store the email addresses you provide so that the respondents can join your course. Iteach.World does not sell these email addresses or use them to send any other communication besides invitations and invitation reminders. Recipients of invitations may contact us at any time at support@iteach.world to request removal of their information from our database.
- We collect data about how and when you access your account in order to give you access and at the same time improve our Services.

**c. The information we obtain when you use any of our services**

- **Device information:** We collect device-specific information (operating system type and version, browser type, version and language, location), hardware settings (camera and microphone). Iteach.World may associate all this information with your iTeach.World account.
- **Local and session storage:** We collect and store information (including personal information) locally on your device using mechanisms such as browser web storage (including HTML 5) and application data caches.
- **IP address:** We use your IP address to automatically set the country, city and language to optimize the Service for you
- **Information from cookies and other tracking services:** We use cookies and other tracking technologies to collect and store information when you use our Services. This means information that our website's server transfers to your computer, which can be used to track your session on our website. Cookies may also be used to customize our website content for you

as an individual. You may set your browser to accept all cookies, block all cookies, or to notify you when a cookie is being set. However, if you reject our cookies, please remember that many of the Services may not function properly or at all.

We use cookies to provide you with a personalized and optimized experience when using our Services. Furthermore, we may use cookies to attribute visits to third-party sources and to serve targeted ads from Google, Facebook or other third-party service providers. We may also use other automated tracking methods on our websites, in communications with you and in our Service to measure performance and engagement.

## **2. Information collected from our customer's users**

In order to provide you with our Services, we store information about your users so that you they can access your learning offerings. Here is some more details on what information we collect and why.

- Within your virtual school you can collect the name, email, and any other personal information from your users. Email is needed to allow users to access our Services for authentication and administration purposes. This information is by the user voluntarily, when using and accessing our Services. These activities can involve browsing a site powered by iTeach.world, joining a course, a class or registering an account. We collect information about student activity related to classes and courses including but not limited to, assignment answers and scores, results and other student activities.
- There might be information you collect when administering your course and class. As a teacher or administrator of the virtual school, it is your responsibility to ensure that information is being collected lawfully. We strongly advise to create your own Privacy Policy and ask for legal advice in order to understand how to ensure what measures you should take to protect the privacy of your users. While we process this information in our system in order to provide the Services, you can always log in to your account, access and remove this information at any time. We only access this information when we are requested to do so or there is a technical problem reported that can only be solved by accessing this information.
- Certain transactions between your courses, classes or school and your users may involve payment by credit card, debit card and/or third party online payment services. In such transactions, we will collect information related to the transaction as part of the course of doing business with you, including your name and other information related to the transaction.

## **3. Information from Partners, Affiliates, Ambassadors and Contractors**

Partners, ambassadors, affiliates or contractors can be businesses or individuals who have agreed to work and cooperate with WebRoom Education on specified terms to promote and improve the Services by (i) recommending iTeach.world or WebRoom to clients, partners and prospects or promoting our Service in other ways; (ii) by developing sites, designs and features for customer use; (iii) developing apps using the iTeach.world Application Interface (API) for customer use.

## **Information that we collect about partners, affiliates, ambassadors, and experts**

- As part of the course of doing business with us we may collect your name, company name, website, email address, phone number(s), address, business name and type, PayPal Account and bank account number.
- We collect Personal Information about your customers and clients that you share with us or that they provide to use directly. We use this information to work with you and to provide our Services to your customers.
- We may also use other Personal Information in other cases where you have given us explicit consent.

## **4. Information from iTeach.world and WebRoom website visitors and support users**

- We collect information from visitors to the iTeach.world and WebRoom websites. This includes the time and date of visit, the website that directed you to one of our sites, the website you visit next when you leave our website, your device's operating system, type, browser type and location data.
- We also collect Personal Information submitted by you via any messaging or email feature available from any of our websites.
- We may also receive Personal Information when you submit a help ticket or make any other requests through our websites. We collect name and email address from people who send us an email to our support address. We use this information to provide and enhance our Services, for identification purposes, for trouble shooting and for answering your questions and requests. We may use your email address to inform you about our Service, such as letting you know about upcoming changes or improvements, or to contact you about other matters relevant to the Service we provide.
- When you contact us, we may keep a record of your communications to help us answer your questions and solve any issues you might be facing. We might collect any additional information you choose to provide us.

We collect this information when you visit websites hosted by iTeach.world, use our or engage with us in any form including email, web form, instant message or our messaging feature.

## **5. Information shared with third parties**

We only use your personal information for the original purposes it was given. WebRoom Education does not and will not disclose, use, give or sell any personal information to unaffiliated third parties for any purposes except as follows:

- When we have your permission to do so at the time of collection or when you give us explicit consent after our request in a case that is not described here.
- With our suppliers and other third parties who need to know in order for us to deliver our services. We may share personal information with our parent company, subsidiaries, divisions and affiliates.

- In certain limited circumstances, if we have to conform to legal requirements. In these cases it is necessary to share information in order to establish, protect, or exercise our legal rights or those of our users or the public or defend against any legal claim
- We might have to detect, prevent and protect against an otherwise address fraud, technical, or security issues.
- If another business acquires our business, whether through merger, acquisition, bankruptcy, dissolution, reorganization or other similar transaction or proceeding, we may share personal information with them. In this case we will continue to ensure the confidentiality of your personal information and notify you before your personal information is transferred or becomes subject to a different privacy policy.
- We use third parties to host our services, operate various features available on our services, send emails, analyze data, provide search results and conduct marketing campaigns. While we work with them we may share personal information with them to support our efforts to be able to ensure the efficient operation of our services.
- We use non-identifying and aggregate information to better design our website and for business and administrative purposes. We may also use or share with third parties for any purpose aggregated data that contains no personally identifiable information. For example, we may share information publicly to show trends about the general use of our services.

WebRoom Education will always ask for your consent before sharing your personal information with any third parties for purposes other than those described above.

## **6. Security measures**

- We follow industry standards on information security management to protect sensitive information, such as financial information, intellectual property, and any other Personal Information entrusted to us. Our information security systems apply to people, processes, and information technology systems too.
- We exclusively process payments through PCI compliant payment providers, which is the highest level of compliance available.
- We work hard to protect our sites and our users from unauthorized access to or unauthorized alteration, disclosure or destruction of information we hold. However, by consenting to the Terms and Conditions of the Site and hence the Privacy Policy, you consent that no data transmission over the Internet is 100% secure. We cannot guarantee the security of any information you provide to us and you transmit such information to us at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the websites hosted by us, including the illegal acts of third parties (such as criminal hacking).
- You are responsible for the safety of your account access information. Certain parts of our Service require you to give your email address and chosen password, you are responsible for keeping them confidential. Do not give your password to anyone and always log out from your account when you close one of our pages.

## 7. Residents of the European Economic Area (“EEA”)

- WebRoom Education works with users, clients and third parties located all around the world, including in the EEA. Please note that WebRoom Education may process personal information on servers in different countries around the world, your personal information might be located on a server located outside of the country where you live.
- If you are located in the EEA, you have certain rights under European law with respect to your personal data, including the right to request access to, correct, amend, delete, or limit the use of your personal data. In order to exercise your rights or you believe your personal information has not been used in the manner stated in this Privacy Policy, please reach out to us using the contact information below.

## 8. Accessing, updating and deleting your personal information

- We keep storing your data until you are considered a customer. We review all the stored data every 5 years, however personal data might be stored for a longer period of time.
- If you are a customer of iTeach.world or WebRoom you may modify or remove any of your personal information at any time by logging into your account and accessing your account settings in the Settings menu.
- You can also close your user account and your virtual school on iTeach.world and/or WebRoom by sending us your request to [support@iteach.world](mailto:support@iteach.world). Please send your request using the email account that you have previously used for registration. You will receive a response to your request within 3 business days of our receiving it. When requesting to modify or delete your personal information, we may ask you to verify your identity before we can act on your request.
- If you wish to permanently delete your account and/or your virtual school, we will remove any personally identifiable information from our publicly viewable data from them. We may continue to store archived copies of the information contributed by you if it may be necessary to prevent fraud or future abuse, or for legitimate business purposes, such as analysis of aggregated, non-personally-identifiable data, account recovery, or if required by law.
- If you change or delete your personal information we will strive to update it quickly or to delete it – unless we have to keep that information for legitimate business or legal purposes or the modification would cause the information to be incorrect. For example, we may not immediately delete residual copies from our active servers and may not remove information from our backup systems.
- All retained data will continue to be subject to the terms of WebRoom Education’s Privacy Policy that you have previously agreed to.

## 9. Data retention

The time periods for which we retain your personal information will depend on the purposes for which we use it. We will retain your personal information for as long as is necessary to provide the Services to

you as a customer, unless applicable law requires us to dispose it or keep it longer. We may also continue to store your personal information to allow us to resolve disputes, enforce our agreements, comply with legal obligations and/or for other legally permissible purposes consistent with this Privacy Policy. We may revise data every 5 years to ensure the data held is accurate and kept up-to-date.

## 9. Email choice and opt out

- iTeach.world will communicate with you through emails sent to your email address you used when you registered. This includes an email series to inform you about various features of our Service. If you register an account and subscribe to electronic newsletters or receive other communications from include promotional information from us, you will always have an option to unsubscribe in the footer part of the emails.
- You can also do it by sending an email to [support@iteach.world](mailto:support@iteach.world). We will make reasonable efforts to implement your opt-out requests promptly, however, you may still receive communications from us for up to 15 business days as we process your request.
- Please note that our system uses automatic emails to send notifications to you and your users that are necessary for the functioning of the Services, therefore you can not opt out directly from receiving these messages. If you would like to stop receiving such emails, you will have to get your user account and/or your virtual school deleted. If you wish us to do so, please send your request to [support@iteach.world](mailto:support@iteach.world).

## 10. Minors

- We do not solicit any personal information from minors. If you are below the age of 16, you may use our site and services only with the permission and active involvement of a parent.
- WebRoom Eduaction collects limited personal information from minor students under the age of 13, but only where that student's school, school district, test preparation or tutoring company, and/or educator (collectively referred to as "Educators:") has elected to make the Service available to its students. Educators are required to obtain parental consent from students' parents before accessing the Services.
- If you are a user of one of the sites created through iTeach.world, please do not send any personal information about yourself to WebRoom Education or other website visitors, other than what we request from you when you sign up for iTeach.world or WebRoom. If we learn that we have collected or received personal information from a minor without parental, we will delete that information as quickly as possible. If you believe that a student may have provided us personal information beyond what is requested when signing up for the Service without parental consent, please contact us at [support@iteach.world](mailto:support@iteach.world).

## 11. Changes to Privacy Policy

We may change this Privacy Policy any time and from time to time. The most recent version of the Privacy Policy is reflected by the version date located at the bottom of this Privacy Policy. If at some point in the future, there is a change to our Privacy Policy, unless we obtain your express consent, such change will only apply to information collected after the revised Privacy Policy took effect. 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). We encourage you to review the Privacy Policy whenever you access the Services or otherwise interact with us to stay informed about our information practices and the ways you can help protect your privacy. Your continued use of the Service indicates your consent to the Privacy Policy as posted.

## **12. Contact information**

If you have questions or comments to our privacy policy and our privacy practices, contact us at: [info@iteach.world](mailto:info@iteach.world)

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*This privacy policy was last updated on May 24, 2018*