

KHP Content Privacy Statement

A commitment is made by KENDALL HUNT Publishing Company™ and its affiliates (collectively "KENDALL HUNT") to protect the privacy of its users. This statement discloses how information is gathered and disseminated for use with this website. It should be noted that those with separate agreements with KENDALL HUNT™ or its affiliates are separately covered in those agreements.

The following statement is provided for your review so that you may understand how the information you provide to KENDALL HUNT™ will be treated. Your use of this website is your affirmation that you have read this privacy policy, that you will alert yourself to future changes to this privacy policy, if any, by periodically checking the content of the privacy statement, and that you assent to the terms of the privacy policy.

1. Information collected

It is necessary for users of this website to provide personal information in order to access the website. Upon registering, you will be asked for certain personal information, including a name, city, state, e-mail address, and age range. This information provides us with the opportunity to provide you with content relevant to your interest and provides us with demographic data that we can use to improve the services offered to you. Any updates or reviews of this information may be conducted by you by selecting the appropriate option when using this website.

Further, personal information may be requested of you by KENDALL HUNT™ to provide customer service, billing, synchronization of information available on the website, network management, customer service, and other exchanges of information.

Information regarding all users is gathered collectively. KENDALL HUNT™ will automatically log IP addresses, session sources, and other data that tracks users' access to this website. This information is analyzed for sales and marketing purposes as well as monitoring the performance of the system. This analysis is conducted for learning about trends among our customers and not for the behaviors of individual users.

2. Children's privacy

It is the policy of KENDALL HUNT™ to limit what personal information may be collected from children. Children under the age of 12 will not be allowed to register with this website and will not be allowed to create an account without first having a parent's consent. The child's school must first obtain a parent's consent prior to any child under the age of 12 registering. If a parent desires to review a child's personal information after giving such consent, request that it be deleted, or refuse to allow any additional collection of information, the parent must contact the school representative that is using this website. If you have any questions regarding this provision, please contact your child's school representative or KENDALL HUNT™. Our contact information is provided below.

Only reasonably necessary information is collected from children. KENDALL HUNT™ does not attempt or attract children by offering any special games, prizes or other activities. It is the policy of KENDALL HUNT™ not to share any personal information about children with third parties. If KENDALL HUNT™ obtains actual knowledge that it has collected personal information about a child under the age of 12 without a parent's consent, that information will be immediately deleted from its database.

3. Use of the information collected

The account number, password, and/or User ID selected during the registration process must be used to login and participate on this website. You will be identified to the website sponsor or administrator and, if applicable, other registrants, by your full name when login has been completed. Any information that is disclosed in an area such as the discussion forums, e-mail lists, listserves, and other places where your name appears may become available to the website sponsor or administrator and, if applicable, other registrants. You should be cautious when deciding to disclose your personal information.

Chat rooms, forums, message boards, and/or news groups are made available on this website. Again, any information disclosed in any of these areas may become public information and you should be cautious when deciding to disclose your personal information.

Aggregated personal information may be used by KENDALL HUNT™ to determine the demographics of its users, to distribute statistics and general marketplace information. A specific user will not be identified in this aggregated information.

Any personal information you supply will not be given, sold, rented, loaned, or otherwise disclose to any third parties other than KENDALL HUNT™ or the institution where you are registered, except when you have granted permission. However, a good-faith disclosure may be reasonably necessary to comply with a legal process, enforce the Terms of Use, respond to claims that content appearing on this course website violates a third party's rights, or to protect the rights, property, or personal safety of KENDALL HUNT™, users of this course website, or the public. *Note: Your use of this website is an automatic grant of permission for KENDALL HUNT™ to share information with the sponsor, administrator and, where applicable, other registrants of this website.* KENDALL HUNT™ is not responsible for further disclosures or use of personal information that may be made by such third parties.

KENDALL HUNT™ may record non-personal information regarding the users of this website. Aggregated users statistics may be disclosed by KENDALL HUNT™ in order to describe what services it has to prospective business partners, other third parties, and for other lawful purposes.

It may be necessary for you or us to share your personal information with a company that may be offering services in conjunction with this course website. If you wish not to have your information shared, you can choose not to allow the transfer by not using that particular feature. *However, if you opt out, you may not be able to access and complete the program requirements.* Further, you should be aware that your personal identifiable information may be

collected by other websites that are linked to this particular website. Those linked to this website are not covered by this Privacy Policy and KENDALL HUNT™ is not responsible for the privacy practices or content of such websites.

4. Cookies

Websites write a small data file to your hard drive when you visit them and these are called a cookie. This cookie contains information that the website uses to track the pages you have visited. It should be noted by you that a cookie can contain only personal information that you have supplied yourself. A cookie cannot read data off your hard disk or read the files created by other websites.

Cookies are used by KENDALL HUNT™ to determine when a user is a repeat visitor. Cookies also allow KENDALL HUNT™ to automatically link users to their personal accounts and to store a unique random User ID that is assigned to you so that KENDALL HUNT™ may track the pages you visit on our website. This User ID also provides you with entrance to specific areas on the website and allows you to visit member-only areas, if any. Your User ID is encrypted to assure security.

5. Security

Any personal information that you have provided is stored on servers at a location designed specifically to assure that no unauthorized individuals will have the ability to access your information, the server or its data. However, you should be aware that no server and/or location is 100% secure and it is possible that such may be entered without permission by a computer hacker or by someone similarly engaged in unauthorized access. KENDALL HUNT™ is not liable if such an act occurs.

6. Privacy Policy statement changes

KENDALL HUNT™ reserves the right to change this Privacy Statement at any time. If any changes to this privacy statement are made, KENDALL HUNT™ will post such changes on this website. Such changes shall be effective immediately. As a result, KENDALL HUNT™ strongly encourages individuals to revisit this statement from time to time for updates. By using this website or its services, you acknowledge, agree and signify your assent to this Privacy Statement. If you do not agree with this Privacy Statement, do not use this course website or the services it offers. Any continued use of this course website or its services after changes to these terms have been posted will mean you have accepted such changes.

7. Contact information

If you have any questions concerning this Privacy Policy Statement or this website, please contact websupport@kendallhunt.com or write to:

Content Webmaster

KENDALL HUNT Publishing Company

4050 Westmark Drive, Dubuque, IA. 52002

If you are or may be concerned with how the data you have provided to KENDALL HUNT™ through this website or its services has been or may be used, please contact us at the electronic address or postal address listed above. All concerns about privacy and use of data are taken seriously and KENDALL HUNT™ will reply to you in a timely fashion so as to resolve any questions or issues.