

## **CENTRIS GROUP, LLC PRIVACY POLICY**

### **Our commitment to you -**

We at Centris Group, LLC recognize that your relationship with us is based on trust, and that you expect us to act responsibly. Because our computer applications contain private and confidential education information, we hold ourselves to the highest industry standards in their safekeeping and use.

This means, most importantly, that we will not release any student's private information to anyone without a district's or agency's knowledge or to comply with state and/or federal requirements. Centris Group will release information if a district or agency directs us to do so, or if we are compelled by law to do so.

### **The data we collect -**

Authorized school districts and agencies are the only parties that have access to input information into Centris Group's computer applications, and to view information about students' educational needs, programs, and staff providers. All passwords and access rights to Centris Group's computer applications are managed exclusively by the district or agency.

### **Online privacy and cookies -**

Our websites use some of the most secure forms of online communication available, including data encryption, Secure Sockets Layer (SSL) protocol, user names and passwords. These technologies provide a high level of security and privacy.

Our websites use cookies to collect information that helps us understand how our sites are used.

### **How we safeguard personal information -**

Within Centris Group, we restrict access to information to only those Centris Group employees who "have a need to know" such information in order to perform their jobs, such as providing help desk support or providing a district or agency with information it requests. To protect personal information, we maintain physical, electronic, and procedural safeguards in keeping with the highest standards and practices in the industry, and we review and adjust these safeguards regularly in response to advances in technology.

### **What you should do -**

For your protection and the confidentiality of your students, we strongly encourage you not to provide your account information, user name, or password to anyone. If you become aware of any suspicious activity relating to your account, it is your responsibility to inform your supervisor immediately.