PRIVACY POLICY

This Privacy Policy describes the current policies and practices of Wisconsin Center for Education Products and Services, Inc. ("**WCEPS**") with regard to Personal Data (defined below) collected by WCEPS from users ("**Users**") of its professional training services, whether offered virtually or in-person ("**Professional Training**"). The term "**Personal Data**" refers to personally identifiable information about a User, such as a User's full name, e-mail address and any other information that can be used to identify or contact a specific User.

WCEPS will from time-to-time make changes to this Privacy Policy, and when changes are made, WCEPS shall post such changes to its Website and inform you to review the same. Then, Your continued use of Professional Training shall serve as a User's explicit consent to the modifications.

A USER'S CONTINUED USE OF PROFESSIONAL TRAINING AFTER UPDATES TO THIS PRIVACY POLICY HAVE BEEN PROVIDED SHALL SERVE AS EXPLICIT CONSENT TO THE UPDATED TERMS.

DATA COLLECTED

The following is a list of the data WCEPS currently collects from Users. The "Information Collected From All Users" is collected automatically when a User uses Professional Training, and the Optional Information is collected if the User submits it to WCEPS.

Information Collected for All Users:

WCEPS only collects attendance information about the User's use of Professional Training.

Optional Information Collected if Provided by User or User's Organization:

WCEPS collects the following information about Users from Users or the organizations of the Users who choose to provide it for Professional Training:

* First Name
* Last Name
* E-Mail Address
* Institutional Affiliation
* Job Title
* Polling responses during User's use of Professional Training

The above information is considered "**Personal Data**" of a User and will only be provided to WCEPS when submitted by the User during the sign-up process or as part of the contact information for an event, or while using Professional Training as part of the delivery of Professional Training. **Users should know that any Personal Information shared during Professional Training will be accessible to all others in that same instance or training. Users should be mindful about what personal information they provide.**

USE OF PERSONAL DATA COLLECTED

WCEPS uses the Personal Data collected for Professional Training to allow WCEPS to provide Users with access to Professional Training and to ensure a User's usage of the Professional Training is in compliance with the Terms of Use and any underlying agreements a User has signed. WCEPS may share data with licensors of the content delivered through Professional training, such as the Board of Regents of the University of Wisconsin System, according to WCEPS Privacy Policy. WCEPS may also use the Personal Data to contact a User for a variety of reasons, such as but not limited to notifying a user about use of Professional Training, updates to this Privacy Policy or the Terms of Use, or requesting feedback related to Professional Training, and providing a certificate of completion of courses of Professional Training. To maintain its mailing list, WCEPS uses a software which keeps the list current and tracks if a User opts-out of receiving future communications. WCEPS complies with CAN-SPAM and related regulations that govern the use and maintenance of mailing lists.

DISCLOSURE OF PERSONAL DATA

Users may see Personal Data provided by other Users as attendees of Professional Training.

WCEPS may also disclose Personal Data that is not public to third parties under certain circumstances. WCEPS may disclose Personal Data to third parties if: 1) a User has optionally provided any Personal Data to WCEPS so that it may store said Personal Data in its mailing list database; 2) a User requested that WCEPS do so; 3) the organization of a User requested that WCEPS do so 4) to comply with an applicable law, regulation, valid subpoena, or request of the US Government or; 5) WCEPS is acquired by or merged into another entity, or all or a portion of either its assets or the Professional Training assets are sold or otherwise transferred to another entity, WCEPS may disclose Personal Data to that entity.

ACCESS TO AND CONTROL OVER INFORMATION

In addition to this Privacy Policy, Professional Training is also subject to the WCEPS Privacy Policy. Furthermore, WCEPS uses several third-party platforms and services in its delivery of Professional Training, such as Salesforce, Zoom, and JotForm. For more information related to the data privacy practices of each of these platforms or services, please see the privacy policies for Salesforce, Zoom, and JotForm respectively.

ACCESS TO AND CONTROL OVER INFORMATION

For help with further questions or access to Personal Data a User can contact: info@wceps.org.

Additionally, via e-mail Users can specifically request information about:

- What data WCEPS has about them, if any;
- Changing/correcting any Personal Data WCEPS has of User;
- Deleting any Personal Data WCEPS has of User; and
- Expressing any concern that the User has about use of Personal Data.

HACKING AND SECURITY

WCEPS uses industry standard security measures to protect Users' Personal Data. While such security measures provide reasonable protections against unauthorized access, they provide no

guarantee that Personal Data will not be compromised. **HACKING AND UNAUTHORIZED ACCESS OCCURS AND WCEPS PROVIDES NO GUARANTEE THAT PERSONAL DATA WILL NOT BE STOLEN OR MISUSED BY THIRD-PARTIES.**

Whenever a website collects sensitive information (such as confidential business information), a User should confirm that the information is encrypted and transmitted in a secure way. One way that a User may do so is by looking for a closed lock icon at the bottom of the web browser or looking for "https" at the beginning of the address of the web page.

LINKS TO OTHER WEBSITES

The DP Applications contains web links to third-party websites. These websites are not under WCEPS's control.   WCEPS makes no representations or warranties as to the accuracy and information on or from other websites. Please be advised that the privacy policy and security policy of third-party linked websites are not that of WCEPS.

QUESTIONS ABOUT OUR PRIVACY POLICY

If a user has any questions about this Privacy Policy or concerns about the way WCEPS processes Personal Data, please contact WCEPS at: info@wceps.org.