

FinalForms Privacy Policy

1. OVERVIEW

Thank you for using FinalForms. This Privacy Policy explains the nature of our collection, use, and disclosure of the data Authorized Users provide to FinalForms when using our Service.

We take your privacy seriously. We never sell the personal or aggregate data we collect from our users.

DEFINITIONS FinalForms refers to BC Technologies Company, doing business as FinalForms ("FinalForms," "we," "us," or "our"), a corporation under the laws of the State of Ohio.

FinalForms provides data collection, data management, and communication tools (Service) for its clients, which includes school districts. FinalForms provides access to its Service to Authorized Users ("Authorized User(s)", "you," or "your"), as defined in our Authorized User Terms of Service Agreement.

CHANGES If there are any material changes to this Privacy Policy, FinalForms will provide notice to Authorized Users and post them within the Service. Any changes will be effective as of the date posted. Authorized Users will be given choices before data is used in any manner inconsistent with the Authorized User Terms of Service Agreement or this Privacy Policy.

SCOPE This Privacy Policy is effective with respect to any data that FinalForms has collected about and/or from Authorized Users according to our Authorized User Terms of Service Agreement.

QUESTIONS AND CONCERNS If you have any questions or concerns, please use our Contact Form to get in touch.

2. DATA & ACCOUNTS

DATA COLLECTED FOR AND BY SCHOOL DISTRICTS An Authorized User may supply data to FinalForms, as required by his/her School District. FinalForms does not require an Authorized User to supply it with data. Individuals using the Service provided by FinalForms are responsible for ensuring that they meet the qualifications for the status of Authorized User, as determined by their School District. Authorized Users are responsible for ensuring the accuracy and completeness of all information supplied to FinalForms. An Authorized User may access and correct personally identifiable information through use of the Service at any time.

FinalForms may retain the data supplied by Authorized Users for as long as required by their School District and/or applicable law, or as authorized by the Authorized User.

DELETING A FINALFORMS ACCOUNT Authorized Users desiring to delete their accounts or otherwise remove data they have supplied to FinalForms must contact their School District.

3. AUTHORIZED USER DATA IN FINALFORMS

DATA AUTHORIZED USERS PROVIDE TO FINAL FORMS Through using the Service provided by FinalForms, an Authorized User may supply FinalForms with data, including but not limited to the Authorized User's name, email address, phone number, IP address, operating system, gender, location, birth date, service usage history, and other demographic information. By supplying FinalForms this data, an Authorized User consents to his/her data being collected, used, disclosed, and stored by FinalForms, as described in our Authorized User Terms of Service Agreement and this Privacy Policy. Authorized Users may log in to our Service at any time to correct or update any data held anywhere within their account.

INFORMATION FROM YOUR USE OF THE SERVICE We may gather information about how and when you use the Service, store it in log files associated with your account, and link it to other information we collect about you. This information may include, for example, your IP address, time, date, browser used, and actions within the Service.

COOKIES AND TRACKING When you use FinalForms, we may store "cookies" or "scripts," which are strings of code, on your computer. We use those cookies to collect information about your visit and your use of our Service. You may turn off cookies that have been placed on your computer by following the instructions on your browser, but if you block cookies, it may be more difficult to use some aspects of the Service.

USE AND DISCLOSURE OF DATA SUPPLIED BY AUTHORIZED USERS FinalForms may use and disclose the data supplied by an Authorized User for purposes such as:

1. To promote the use of our Service. For example, we may calculate the average amount of time an Authorized User spends completing a task within the service and create a promotion such as, "On average, users spend less than 5 minutes signing forms."
2. To provide, support, and improve the services we offer.
3. To communicate with you about your account and provide customer support.
4. To enforce compliance with our Authorized User Terms of Service Agreement and applicable law.
5. To protect the rights and safety of your School District, our Authorized Users, and FinalForms.

6. To meet legal requirements, like complying with court orders, valid discovery requests, valid subpoenas, and other appropriate legal mechanisms.
7. To provide information to representatives and advisors, like attorneys and accountants, to help us comply with legal, accounting, or security requirements.
8. To prosecute or defend a court, arbitration, or similar legal proceeding.
9. To provide suggestions to you.

PUBLIC INFORMATION AND THIRD PARTIES FinalForms will not make publicly available the individual data an Authorized User supplies it by using the Service. FinalForms will not use any behavioral information to provide targeted advertising to Authorized Users. FinalForms will not collect, use, or share behavioral information for any purpose beyond authorized educational or school purposes, or as authorized by the Authorized User. FinalForms does not limit a School District's use of the data that an Authorized User supplies FinalForms through use of the Service. In the event of a merger or acquisition by another entity, FinalForms will not provide an Authorized User's personal information to such successor entity unless the entity agrees to the "Student Privacy Pledge" as set forth by the "Future of Privacy Forum" and the "Software and Information Industry Association."

LINKS TO THIRD PARTY WEBSITES The Service may include links to other websites, whose privacy policies may differ from our own. If you submit information to any of those websites, your information is governed by their privacy policies. We encourage you to carefully review the privacy policy of any website you visit.

4. SECURITY

NOTICE OF BREACH OF SECURITY If a security breach causes an unauthorized intrusion into our system that materially affects you, then FinalForms will notify you as soon as possible and later report the action that was taken in response to the intrusion.

SAFEGUARDING DATA FinalForms accounts require a username and a password to log in. You must keep your username and password secure. Because your password is so sensitive, account passwords are encrypted. FinalForms cannot resend forgotten passwords. We can allow you to reset your password if you provide the correct credentials.

FinalForms maintains a comprehensive security program that is designed to protect the security, privacy, confidentiality, and integrity of Authorized Users' information against risks through the use of administrative, technological, and physical safeguards. Details about FinalForms' security program can be found at <https://www.finalforms.com/security>

CLOUD HOSTING SERVICES By using our Service, you understand and consent to the collection, storage, processing, and transfer of your data to our cloud service hosting provider.

5. COMPLIANCE

We regularly review our compliance with our Privacy Policy. If we receive a complaint, we respond to the User who made it. You may contact FinalForms by using our online form.

Thanks for taking time to learn about the FinalForms Privacy Policy, and thank you for trusting us to handle your data.