

This privacy policy sets out how Athena's Workshop, Inc. uses and protects any information that you give Athena's Workshop when you use this website or our cell phone registration system. Athena's Workshop, Inc. is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. Athena's Workshop may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

This policy is effective from November 1, 2013.

What we collect

We may collect the following information:

- ▶ Name and job title, school name and district, instructor name and class
- ▶ Contact information including email address and cell phone number
- ▶ Student birth month and year to establish the age of the student and if she or he is covered by COPPA (Child On-line Privacy Protection Act)

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- ▶ Internal record keeping.
- ▶ We may use the information to improve our products and services.
- ▶ From time to time, we may also use your information for research purposes. We may contact you by email or phone as part of conducting research.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online and by cell phone.

COPPA (Child Online Privacy Protection Act) Compliance

As part of our COPPA Compliance process, we require that all students under 13 also have at least one parent receive all text messages at the same time as the student. The parent may choose as an alternative to receive a daily email digest of all text messages. Parents of 13 and older students may choose to receive text messages, but it is not required. To establish the age of the student, we do collect the student's birth month and year, but not the birth day.

How we use cookies

A cookie is a small file that is placed on your hard drive by your browser. Athena's Workshop uses one cookie to maintain your session as you use the site. This cookie is required. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

Links to other websites

Our website contains links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over

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Controlling your personal information

You may choose to restrict the collection or use of your personal information whenever you are asked to fill in a form on the website. Look for the box that you can click to indicate that you do not want the information to be used by anybody for research purposes. We do not sell your personal information. We will not distribute your personal information to third parties unless we are required by law.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to: Athena's Workshop, Inc., 11115 Glade Drive, Reston, VA 20191

You may also email us at business@athenasworkshop.com

If you believe that any information we are holding on you is incorrect or incomplete, please write or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

