

# Privacy Policy

Last updated: April 20, 2018

Translational Education, LLC (“us”, “we”, or “our”) operates the <http://www.opusomni.com> website and the Opusomni web application (collectively, the “Service”).

This page informs you of our policies and practices regarding the collection, use and disclosure of information which personally identifies you (“Personally Identifiable Information”) when you use our Service. We will not use or share your information with anyone except as described in this privacy policy (the “Privacy Policy”).

We use your Personally Identifiable Information for providing and improving the Service. By using the Service, you agree to the collection and use of your Personally Identifiable Information in accordance with this Privacy Policy.

## **Information Collection and Use; Personally Identifiable Information**

While using our Service, we may ask you to provide us with certain Personally Identifiable Information that can be used to contact or identify you. Personally Identifiable Information may include, but is not limited to, your name, postal address, email address, employer, school, and other information designated as personally identifiable information that you provide.

We collect Personally Identifiable Information for the purpose of providing the Service, identifying and communicating with you, responding to your requests/inquiries, servicing your purchase orders, and improving our Service.

We disclose Directory Information. You or your eligible student has a right to opt-out by contacting us.

You or your eligible student has a right to inspect and review and request amendments to information in opusomni. Your eligible student 18 years of age and older has a right to privacy of information in opusomni.

We may use De-Identified Information for product development, research, or other purposes. De-Identified Information will have all Personally Identifiable Information removed. We agree not to attempt to re-identify De-Identified Information and not to transfer De-Identified Information to any party unless that party agrees not to attempt re-identification.

## **Accessing and Correcting Your Personally Identifiable Information**

We acknowledge the individual’s right to access their personally identifiable information. You may access, update, correct or have removed from our systems and records the Personally Identifiable Information you provided to us by emailing a request to [privacy@opusomni.com](mailto:privacy@opusomni.com) or contacting us by telephone or postal mail as further specified in the How to Contact Us clause of this Privacy Policy. To protect your privacy and security, we will also take reasonable steps to verify your identity before updating or removing your information.

## **Information Collection and Use; Other Information**

### *Log Data*

We collect information that your browser sends whenever you visit our website or use our Service (“Log Data”). This Log Data may include information such as your computer’s Internet Protocol (“IP”) address, browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyze this type of information in order to increase our Service’s functionality. These third-party service providers have their own privacy policies addressing how they use such information.

When you access the Service by or through a device, we may collect certain information automatically, including, but not limited to, the type of device you use, your device’s unique device ID, the IP address of your device, your operating system, the type of Internet browser you use, your location information and other statistics.

Please see the section regarding Location Information below regarding the use of your location information and your options.

### *Location Information*

We may use and store information about your location depending on the permissions you have set on your device. We use this information to provide features of our Service, to improve and customize our Service. You can enable or disable location services when you use our Service at any time, through your device settings.

### *Cookies*

Cookies are files with a small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and transferred to your device. We use cookies to collect information in order to improve our Service.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. The “Help” feature on most browsers provide information on how to accept cookies, disable cookies or to notify you when receiving a new cookie.

If you do not accept cookies, you may not be able to use some features of our Service and we recommend that you leave them turned on.

### *Do Not Track Disclosure*

We do not support Do Not Track (“DNT”). Do Not Track is a preference you can set in your web browser to inform websites that you do not want to be tracked.

You can enable or disable Do Not Track by visiting the “Preferences” or “Settings” page of your web browser.

## **Service Providers**

We may employ third-party companies and individuals (our “agents”) to facilitate our Service, to provide the Service on our behalf, to perform Service-related services and/or to assist us in analyzing how our Service is used. Examples may include processing and storing data, delivering messages, processing credit card payments, analyzing data, providing marketing assistance, supplementing the information you provide us in order to provide you with better service, and providing customer service. We do not transfer data to non-agent third parties.

These third parties have access to your Personally Identifiable Information only to perform specific tasks on our behalf and are under written obligation not to disclose or use your Personally Identifiable Information for any purpose other than those disclosed in this Privacy Policy. Notwithstanding such legal and contractual obligations between us and such service providers, we remain potentially liable for any misuse of your Personally Identifiable Information. We may be required to disclose Personally Identifiable Information in response to a lawful request by public authorities, including to meet national security or law enforcement requirements.

We use Psychological Assessment Resources, Inc. (“PAR”) as a Service Provider and we are privy to your Personally Identifiable Information and Confidential User Information (data/test results).

## **Communications; Your Options**

We may use your Personally Identifiable Information to contact you with newsletters, marketing or promotional materials and other information that may be of interest to you. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send.

## **Security of Personally Identifiable Information**

The security of your Personally Identifiable Information is important to us, and we strive to implement and maintain reasonable, commercially acceptable security procedures and practices appropriate to the nature of the information we store, in order to protect it from unauthorized access, destruction, use, modification, or disclosure.

However, please be aware that no method of transmission over the internet, or method of electronic storage is 100% secure and we are unable to guarantee the absolute security of the Personally Identifiable Information we have collected from you.

## **International Transfer of Personally Identifiable Information**

Your Personally Identifiable Information may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ from those in your jurisdiction.

If you are located outside the United States and choose to provide Personally Identifiable Information to us, please note that we transfer Personally Identifiable Information, to the United

States and process it there. Your consent to this Privacy Policy and your submission of Personally Identifiable Information represents your agreement to that transfer.

### **Links To Other Sites**

Our Service may contain links to other web sites or online locations that are not operated or controlled by us. If you click on a third-party link, you will be directed to that third party's site. We strongly advise you to review the privacy policy of every online site or location you visit.

We have no control over, and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

### **Children's Privacy**

Only persons who are age 18 or older have permission to access our Service. Our Service does not address anyone under the age of 13 ("Children").

We do not knowingly collect personally identifiable information from children under 13. If you are a parent or guardian and you learn that your Children have provided us with Personally Identifiable Information, please contact us. If we become aware that we have collected Personally Identifiable Information from a child under age 13 without verification of parental consent, we take steps to remove that information from our servers.

### **EU-US and Swiss-US Privacy Shield**

We comply with the EU-US and Swiss-US Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use, and retention of personally identifiable information from European Union member countries and Switzerland. We have certified that we adhere to the Privacy Shield principles of Notice, Choice, Accountability for Onward Transfer, Security, Data Integrity and Purpose Limitation, Access, and Recourse, Enforcement and Liability. If there is any conflict between this Privacy Policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification page, please visit <https://www.privacyshield.gov/>

In addition to self-assessment, as a participant in the EU-US and Swiss-US Privacy Shield program, we are subject to the investigatory and enforcement powers and authority of the U.S. Federal Trade Commission with respect to maintenance of, and adherence to, this Privacy Policy. Under certain limited and prescribed circumstances and conditions, you have the right to invoke a "last resort" binding arbitration process between you and us to resolve a dispute related to our collection, use or disclosure of your Personally Identifiable Information.

In compliance with the EU-US and Swiss-US Privacy Shield Principles, we commit to resolve complaints about your privacy and our collection or use of your Personally Identifiable Information. European Union and Swiss individuals with inquiries or complaints regarding this Privacy Policy should first contact us at:

privacy@opusomni.com

Translational Education, LLC  
37 Waverton Drive  
Saint Louis, MO 63124  
314-422-0941

We have further committed to refer unresolved privacy complaints under the EU-US and Swiss-US Privacy Shield Principles BBB EU PRIVACY SHIELD, a non-profit alternative dispute resolution provider located in the United States and operated by the Council of Better Business Bureaus. If you do not receive timely acknowledgment of your complaint, or if your complaint is not satisfactorily addressed, please visit [www.bbb.org/EU-privacy-shield/for-eu-consumers/](http://www.bbb.org/EU-privacy-shield/for-eu-consumers/) for more information and to file a complaint.

As a last resort and under certain limited and prescribed circumstances and conditions, you have the right to invoke a “last resort” binding arbitration process between you and us to resolve a dispute related to our collection, use or disclosure of your Personal Information.

Under the EU-US and Swiss-US Privacy Shield, “Personal Data” and “Personal Information” are data about an identified or identifiable individual, “Personally Identifiable Information,” that are within the scope of the Directive, received by an organization in the United States from the European Union, and recorded in any form.

In particular, as further specified in this Privacy Policy, we will maintain compliance with the Privacy Shield principles by adhering to the following practices:

#### *Notice*

When we collect your Personal Information, we’ll give you timely and appropriate notice describing what Personal Information we’re collecting, how we’ll use it, and the types of third parties with whom we may share it. This Privacy Policy serves as such notice, and any changes to our collection, use or disclosure of your Personal Information will be reflected in revisions to the Privacy Policy posted on our website.

#### *Choice*

As established and described in this Privacy Policy, we’ll give you choices about the ways we use and share your Personal Information, and we’ll respect the choices you make.

#### *Accountability for Onward Transfer*

If we transfer your Personal Information to another country, we may remain liable and will take appropriate measures to protect your privacy and the Personal Information we transfer.

#### *Security*

We’ll take appropriate physical, technical, and organizational measures to protect your Personal Information from loss, misuse, unauthorized access or disclosure, alteration, and destruction.

#### *Data Integrity and Purpose Limitation*

We’ll collect only as much Personal Information as we need for specific, identified purposes, and we won’t use it for other purposes without obtaining your consent. We’ll take appropriate steps to make sure the Personal Information in our records is accurate.

#### *Access*

If you wish to confirm the accuracy of your Personal Information or have it removed from our systems and records, you may contact us at the email address, telephone number or postal address provided in the How to Contact Us clause of this Privacy Policy.

#### *Recourse, Enforcement and Liability*

We'll regularly review our continued adherence to these privacy obligations, and we'll provide and maintain the independent mechanism specified in this Privacy Policy as a way to resolve complaints about our privacy practices. Further, we acknowledge our potential liability for misuse of your Personal Information by us or our third-party service providers, as further set forth in this Privacy Policy.

#### **Changes To This Privacy Policy**

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

#### **How to Contact Us**

If you have any questions or concerns about this Privacy Policy, please contact us at:

privacy@opusomni.com  
Translational Education, LLC  
37 Waverton Drive  
Saint Louis, MO 63124  
314-422-0941