TeachingBooks Privacy Policy

TeachingBooks.net ("TeachingBooks", "OverDrive, Inc.", "OverDrive", "we", "us") is committed to privacy best practices for our partners and users ("you", "your"). In the TeachingBooks Privacy Policy we highlight the privacy practices of TeachingBooks, a service of OverDrive, Inc.

By accessing or using TeachingBooks, you acknowledge the practices and policies outlined in both this TeachingBooks privacy policy and the OverDrive privacy policy at overdrive.com/privacy. OverDrive's privacy policy is broadly applicable to all its services, including TeachingBooks. Where there are differences, this TeachingBooks privacy policy highlights just those differences applicable to TeachingBooks, and not any other OverDrive Service. Any undefined words or terms not in the TeachingBooks privacy policy shall be interpreted as in the OverDrive privacy policy.

1. Our Commitments to You

Because we know these points are particularly important to You, we put them up front. We commit to:

1.1 Not collect, maintain, use, or share student personally identifiable information (PII) unless you direct us to.

1.2 Not sell personally identifiable information of any user.

1.3 Not use or disclose any student information for behavioral targeting of advertising to students .

1.4 Maintain a comprehensive security program that is reasonably designed to protect the security, privacy, confidentiality, and integrity of Your information.

2. Guiding Principles

2.1 Data minimization

2.1.1   TeachingBooks does not request, store, collect, or distribute any personally identifiable information (PII) about students.

2.1.2   TeachingBooks asks adults who want to maximize their use of our service to complete the login registration process. The PII required from adults is required to run our service and may include, but is not limited to the adult's name, work email address, zip code, profession, and interests in children's books.

2.1.3   Data Collection Summary Chart

	Category of Information	Collection: Does TeachingBooks collect?	Disclosure: Does TeachingBooks disclose to third parties necessary for services?	Sale: Does TeachingBooks sell?
A	Student PII	NO	NO	NO
B	Biometric information	NO	NO	NO
C	Audio or visual information	NO	NO	NO
D	Personal information from another source to create a profile about a user	NO	NO	NO
E	Non-public education information	NO	NO	NO
F	General geolocation data	YES	YES	NO
G	Commercial information	YES	YES	NO
H	Authentication, systems monitoring, and security related information	YES	YES	NO

2.2 Purpose Limitation

2.2.1   We only use data to support our services to you and your stated educational purposes.

2.2.2   We use data to do things like:
- Process, validate and verify subscriptions to TeachingBooks services;
- Send you email notifications about maintenance, renewals, and updates;
- Offer and/or enhance existing features or develop new features, products or services;
- Enhance security and detect fraud or abuse;
- Provide approved third parties with aggregate, anonymous, and not-user-specific information about our usage patterns in order to secure, enable, and improve our services.

  2.2.3 Cookies

    TeachingBooks is consistent with [OverDrive's Cookie Policy](#)

2.3 Security

We engage in the following security practices:

 2.3.1 We encrypt data at rest and in transit. In transit data is encrypted using SSL/TLS 1.2+. Data at rest is encrypted using AES-256.

 2.3.2 Passwords are stored as salted and hashed with an algorithm.

 2.3.3 We have a dedicated security team.

 2.3.4 A firewall is in place on both the database server and the web server.

 2.3.5 We use a third-party security auditor to check our practices annually, and maintain anti-intrusion software to actively monitor the service.

 2.3.6 We use secure logins without any student data transference to TeachingBooks, e.g. OAuth2 secure protocols.

 2.3.7 Our services are maintained consistently with the [OverDrive Security Statement](#).

2.4 Regulatory Compliance

We are compliant with the following regulations:

 2.4.1 Family Educational Rights and Privacy Act (FERPA)

 2.4.2 General Data Protection Regulation (GDPR)

 2.4.3 Children's Online Privacy Protection Act (COPPA)

 2.4.4 Any state or local law as applicable or required by contract

 2.4.5 Web accessibility guidelines (WCAG)

3. Additional Components of Our Service

3.1 Chrome Extension

The "TeachingBooks Book Connections Chrome Extension" (https://teachingbooks.net/ChromeExtension) is optional and not required for the TeachingBooks service. If you choose to use the TeachingBooks Chrome Extension your web searches will be enhanced with recommended book titles and links to resources that connect you to books and authors. In order to provide you with these enhanced search results TeachingBooks and Chrome

will need to process your search terms. If you use this extension your search terms and IP address are retained for up to two weeks.

3.2 JWPlayer

JWPlayer is the service that we use to play you embedded content. We have set up JWPlayer to be consistent with our policies here, and do not transfer PII through it.

4. Stop Our Services at Any Time

You may close your account at any time by contacting us by email at info@TeachingBooks.net. We may ask you to verify your identity through a technological challenge to make sure you are who you say you are. If your account is inactive (meaning you have not used your account or signed in for an extended period of time), TeachingBooks may remove account usage details. We retain customer contact information.

5. Contact TeachingBooks

You may contact TeachingBooks at www.teachingbooks.net/Contact

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