

## **3<sup>rd</sup> Millennium Classrooms Privacy Notice and Consent**

Welcome to 3<sup>rd</sup> Millennium Classrooms! 3<sup>rd</sup> Millennium is dedicated to protecting the privacy of our students. This privacy notice explains how our organization collects and uses the personal data from students who use our course.

### **1. Data You Provide.**

Before taking our courses, you may be expected to provide personally identifying information ('PII'), including:

- First name and last name;
- Date of birth;
- Government identification number (i.e. Driver's License number);
- Email address;
- Student identification number;
- Credit card number (if applicable); and
- Billing information – including a billing address.



### **2. Data We Collect.**

We collect data when you use or view our website by using your browser's cookies, when you voluntarily complete quizzes or surveys, and when you register to use 3<sup>rd</sup> Millennium courses.

#### **2.1 Cookies.**

Cookies are small files comprised of letters and numbers that are downloaded onto your desktop computer, mobile or other handheld device when you access certain websites.

Cookies allow the Site to recognize a user's device and help your browser navigate through the Site by allowing you to log in automatically by remembering settings you selected during earlier visits, among other functions. Cookies do not harm your computer.

Most web browsers automatically accept cookies. Unless you have adjusted your browser settings so that it will refuse cookies, cookies will be set when you access our website. By continuing to use and browse this Site, you agree and consent to our use of cookies. If you do not consent, please understand that certain features of our website may not function as intended.

If you would like to manage your use of cookies then you can find out how to do so by visiting [www.allaboutcookies.org](http://www.allaboutcookies.org).

### **3. How We Use Your Data.**

3<sup>rd</sup> Millennium uses your data in order to provide you with courses, communicate with you about your course, and bill you for the use of the course.

Occasionally, our third-party partners, including universities, request anonymized data from the quizzes or surveys that are taken during the course. In these instances, we do share your responses and data. However, this information is protected as it is anonymized and not associated with any of your PII.

#### **4. How We Store Your Data.**

We use Rackspace to store customer PII and is responsible for securing our servers. You can review their privacy policy here:  
<https://www.rackspace.com/information/legal/privacystatement>.

#### **5. How Long We Store Your Data.**

We strive to ensure that the collection of your data is relevant and limited to what is necessary in order for us to provide you with your course, and to maintain records.

Following the completion of your course, we will keep data for no longer than is necessary to provide services to you or to our third-party partners. Our third-party partners, including educational institutions, courts, or other authorities, frequently request information regarding your course. For this reason, we store some PII indefinitely in order to provide you or our third-party partners with records.

#### **6. How We Secure Your Data.**

We process and collect your data in a manner that ensures appropriate security. Rackspace is responsible for securing our servers. Although we make every effort to provide you with data security, please note that no data storage can be 100% secure.

#### **7. Your Rights.**

Every student is entitled to the following rights, including:

- **The Right to Access.** You have the right to request that we provide you with copies of your PII or other personal data.
- **The Right to Rectification.** You have the right to request that we correct any information you believe to be inaccurate. You may also request that we complete any information you believe to be incomplete.
- **Right to Erasure.** You have the right to request that we erase your personal data.
- **Right to Restrict Processing.** You have the right to request that we restrict the processing of your personal information.
- **Right to Object.** You have the right to object to our processing of your personal data.
- **Right to Data Portability.** You have the right to request that we transfer the data we have collected to another organization, or directly to you.

## **8. Third-Parties.**

3<sup>rd</sup> Millennium Classrooms does not sell your PII or other data to third-parties without your consent.

By enrolling in our courses, you consent to your data being shared with organizations you are affiliated with such as courts, educational institutions, or other authorities, if those organizations require you to participate in the courses.

To object to your PII or other data being shared or sold, please contact our Data Protection Officer.

## **9. Violations and Complaints.**

In order to reach us regarding your privacy, please contact:  
Data Protection Officer Katie Church  
Email: [kchurch@3rdmil](mailto:kchurch@3rdmil) or [info@3rdmil.com](mailto:info@3rdmil.com)

Physical Address:

3rd Millennium Classrooms  
15900 La Cantera Parkway #20265  
San Antonio, TX 78256

If you have contacted 3<sup>rd</sup> Millennium regarding your privacy and do not feel that we have addressed your concerns in a satisfactory manner, you may contact the relevant data authority in your jurisdiction.

## **10. Changes to Our Policy.**

We review our policies and procedures regularly. If we make changes to this, or other policies, we will notify you within 30 days.

*This policy was last updated on May 22, 2019.*