

BRIANIAC IN-HOME TUTORING

Privacy Policy

General Information

REVISED APRIL 2018

GENERAL INFORMATION ABOUT THE POLICY OF BRAINIAC IN-HOME TUTORING® LLC IN-HOME SERVICE IN ITS COLLECTION, PROTECTION, USE AND DISCLOSURE OF THE PERSONAL INFORMATION GATHERED FROM THE USE OF THE TUTORIAL SERVICE.

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PRIVACY POLICY

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PRIVACY POLICY

DISCLOSURE

PLEASE READ THE FOLLOWING CAREFULLY.

GENERAL INFORMATION ABOUT THE POLICY OF BRAINIAC IN-HOME TUTORING® LLC IN-HOME SERVICE IN ITS COLLECTION, PROTECTION, USE AND DISCLOSURE OF THE PERSONAL INFORMATION GATHERED FROM THE USE OF THE SERVICE. IF YOU ARE UNDER 18 YEARS OF AGE, PLEASE READ THIS PRIVACY POLICY WITH YOUR PARENT(S) OR GUARDIAN(S).

Brainiac In-Home Tutoring® LLC, including all services offered hereon ("**Service**"), by Brainiac, and its affiliates ("**Brainiac**" or "**We or "US"**"). Brainiac recognizes the importance of explaining our privacy policies to the responsible adult person(s) paying for our Service and protecting the privacy of personal information we obtain through the in-home consultation, parental/adult agreement form and/or online via the company's website or service site. Please note that this Privacy Policy may be revised by Brainiac, particularly to address changes in our business, the law or the industry. If that happens, we will post the revised policy on our company's website and/or announced the revisions for your viewing through email communications. Revisions are effective upon posting and your continued use of the Service after the posting will be subject to the changed terms of the revisions.

LINKING TO SITES

The information practices of third party websites are not covered by this Privacy Policy or any other policies or terms of Brainiac or its website. The sites may have different privacy policies and terms of use. Be mindful of the terms of use and privacy policy of any linked website before using it.

WHAT PERSONAL INFORMATION IS COLLECTED AND USED

These are examples of personal information but there could be others: your full legal name, email address, home address, phone number, date of birth, credit card information, and certain other information, such as a social security number, if it's linked with your personal information.

Brainiac does not collect personal information about **minor children or responsible adult persons such as parents, guardians, or adult students** unless it is voluntarily provided to our company and so that we can serve the needs of the **Account Users (minor children or adult students)** and for business purposes as stated in this privacy policy. For example, when a message is sent by a responsible adult person or the adult person makes an online purchase of tutorial services, we need to retain certain personal information in order to respond or process a request. The responsible adult person's

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personal information may also be used by our company to help us improve the Service, and for our company's marketing and promotional purposes. The information will be treated confidentially within our company, as we protect other confidential information. You can choose not to provide certain information, but then you might not be able to take advantage of many of our other features and/or use of the Service.

WEBSITE POSTINGS

The Account User should be reminded that any personal information that is voluntarily posted by the Account User to a public area (for example, a posting to a bulletin board or chat room) might be collected and used by others. We cannot prevent such uses.

SHARING AND DISCLOSURE OF INFORMATION

Except as specifically stated in this section, our policy is not to share the personal information collected through the Service with third parties, but we may share this personal information with affiliates of Brainiac, and other companies and organizations whom perform work for us under contract or sell products or services that complement our products and services. We also may disclose personal information (a) in response to a subpoena, court order or legal process, to the extent permitted and required by law; (b) to protect user security or the security of other persons, consistent with applicable laws; (c) in connection with a sale, joint venture or other transfer to some or all of Brainiac or the assets of Brainiac; or (d) in order to enforce the Privacy Policy. We exercise reasonable care otherwise not to share, disclose or sell the personal information of Account Users to third-parties, except with the prior approval of the responsible adult person(s).

Brainiac may use a third party service to collect anonymous visitor information like IP addresses, browser types (such as Internet Explorer or Mozilla Firefox), referring pages, pages visited and time spent on a particular site. Brainiac collects this information (1) for statistical analysis of the service such as web page traffic patterns or usage; (2) to administer our Service; (3) to allow for auditing of our services by some third parties who have that right; and (4) internal purposes to make marketing decisions.

SPECIAL NOTICE TO RESPONSIBLE PERSONS AND MINORS

Responsible Adult Persons

We encourage responsible adult person(s) such as a parent or guardian to spend time with the minor child when the minor engages in the tutorial activities at home. Also, we will never request personal Information from a minor child through Brainiac. In addition, we do not require anyone to disclose more personal information, than is reasonably

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necessary to participate in the tutorial programs. No personal information of any minor child should be submitted to or posted on the website without the consent of the responsible adult person(s).

We encourage parents to help us protect their children's privacy by instructing them never to provide personal information to tutors or through the website and/or service site without parental permission.

Minor Children

Please do not give your full legal name, email address, home address, telephone number or any other personal information that would enable someone to contact you either online or offline, without first asking a responsible adult person(s) such as a parent or guardian for permission.

We do not knowingly collect personal information from minor children either directly or indirectly except when a minor may voluntarily submit such information through a "Contact Us" online form. If a minor child emails us via "Contact Us" form on Brainiac's website or affiliate's site and we can identify the sender as a minor child, any personal information submitted will only be used to respond to the minor child by requesting that a responsible adult person(s) to contact us. In addition, if we have actual knowledge that a minor child is sending or posting personal information, we will use reasonable efforts to remove such personal information before it is made public and notify the minor child's parent/guardian if contact information is valid, as well as blocking measures to prevent future personal postings from a minor child.

We may disclose a minor child's personal information if we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be causing injury to or interference with (either unintentionally or intentionally) our property or rights, other users, or anyone else that could be harmed by such illegal actions. We may also disclose a minor child's personal information if we believe the law is requesting it.

SAFETY AND SECURITY

Team Brainiac takes the following steps to ensure the safety and security of all participants utilizing our tutoring services either in-home or online:

- **It's the responsibility of the responsible adult person(s) to make sure someone 18 years or older is present and visible at all sessions with a minor child (in-home or online) without causing any distractions.**

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- If an adult student is tutored at home, we encourage that a trusted adult is visible during tutoring sessions (in-home or online) or the tutor may bring a trusted adult for security purposes.
- In-home tutoring sessions are general documented and/or confirmed with a responsible adult person's signature on the tutor's monthly invoice sheet or a verbal consent with payment for online service. All signed documents are available for viewing when requested verbally and/or in writing by the responsible adult person.
- Assigned tutors will have access to personal information about the students via the tutor portal, except billing information, which includes any information that could be used to contact the minor children or responsible adult persons either online or offline such as email addresses, physical addresses and/or phone numbers. If tutoring occurs at the local library only, assigned tutors will not have access to physical addresses without parental consent.
- Minor child (authorization will be verified) or responsible adult person can schedule in-home sessions by contacting his/her assigned tutor(s) via email or phone or book a request online.
- Tutees are assigned at least one or two tutors for the duration of the service period. However, the responsible adult person is allowed to request another tutor or a temporary replacement tutor (skill level may or may not be comparable to the assigned tutor), based on availability and/or other qualifying factors.
- We will never send a temporary replacement tutor to your home or place of business without a responsible adult person's authorization.
- Schools have no access to our web-based dashboard platform that provides information on the tutoring sessions. However, the school with authorization from the adult person or agent, a school authorized staff person or agent can contact the assigned tutor for feedback.
- Assigned tutor(s) should demonstrate appropriate behavior with a tutee during tutoring sessions and adhere to a defined code of conduct outlined in Brainiac's resource/training handbook.
- Brainiac will periodically contact the minor child, responsible adult person(s) and/or agent for feedback regarding the services rendered for the improvement of the Service via email communications, home visits and/or phone.

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COOKIES

Third Party Cookies

We may engage in third parties who track and analyze non-personal information usage and volume statistical information from visitors to our website and/or Service site to help improve the quality of service. Such third parties may use cookies to track visitors' behavior while on the web page. All data collected by such third parties is used only to provide information on site usage and is not shared with any other third parties.

Web Beacons

Web pages may contain an electronic file called a web beacon, or pixel tag, as well as other terms, which allows a website to count visitors who have visited a particular web page. Brainiac uses web beacons within our website to count visitors.

HTML Email

Brainiac and/or its agents may include web beacons in HTML-formatted email messages (include graphics) that Brainiac, or its agents, sends in order to determine if an email message was addressed.

Website Files

Brainiac maintains files of the visiting traffic to our website. We do not link any information gathered in these files to identify visitors' personal identity. These files are used to manage traffic loads for providing reliable service in the future. Information collected includes but not limited to: IP addresses, browser types, and locations.

SECURITY INFORMATION

The security of your personal information is important to us. We adhere to accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is totally secured. Therefore, while we strive to use acceptable means to protect your personal information, we cannot guarantee it.

All information gathered on the tutor portal site is stored and maintained securely with limited access to authorized team members.

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Retention of Information

Brainiac will keep personal information of its Account Users for as long as they are active. Eventually inactive files will be salvaged in a safe and secure manner to protect the Account Users' privacy as well as the environment.

Disclaimer

We reserve the legal right to disclose personal information as required by law and when disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order and/or legal process.

Privacy Policy Changes

Policy changes could be posted on the homepage and other places appropriate so that you are aware of what information we collect, how we use it, and under what circumstances.

We reserve the right to modify the Privacy Policy at any time, please review it periodically.

CONTACT US

If you have questions or concerns regarding the Privacy Policy, you should contact Brainiac by emailing us at brainiactutoring2006@outlook.com or phone us at 1-800-428-9020.

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