

Privacy Policy for OpusWorks®

Protection of Personal Information

OpusWorks takes the security of your personal information very seriously. This Privacy Policy document contains types of information that is collected and recorded by OpusWorks and how it is used.

OpusWorks' services utilize many features to help you have a successful learning experience. Some of the online portal services that are used by OpusWorks include, but are not limited to the following:

- My Account
- Class features
- Module features
- Exams
- Message board
- Chat features
- Search features
- Transcript
- Announcements
- Certificates and badges
- Online surveys

OpusWorks' online portal services protect your personal information during transit using encryption such as Transport Layer Security (TLS). When your personal data is stored by OpusWorks, computer systems with limited access housed in facilities using physical security measures as stipulated by Microsoft are implemented.

When you use OpusWorks' products, services, or applications, or post on a message board, chat room, or social networking service of similar types, the personal information and content you share is visible to other users and can be read, collected, or used by them. You are responsible for the personal information you choose to share or submit in these instances. For example, if you list your name and email address in a forum posting, that information is public. Please take care when using these features.

If you are using a device that is owned by a third-party, any information you download or share to that third-party device utilizing OpusWorks' cloud services, such as but not limited to, the items listed above, may be disclosing any such information.

This privacy policy applies only to online activities within OpusWorks' cloud ecosystem and is valid for users or visitors to portal websites with regards to the information that may be shared and/or collected. This policy is not applicable to any information collected offline or via channels other than through the OpusWorks' cloud ecosystem.

Consent

By using OpusWorks' cloud services and portal websites, you hereby consent to its Privacy Policy and agree to its terms.

What personal information is collected

When you create an OpusWorks ID, register for a class, module, or an exam, purchase a product, download any materials, contact us, or participate in an online survey, OpusWorks may collect a variety of information such as your name, company name, mailing address, phone number, email address, and contact preference.

If you contact OpusWorks directly, OpusWorks may receive additional information about you such as your name, email address, phone number, the contents of the message and/or attachments you may send, and any other information you may choose to provide.

When you share your content with family and friends using OpusWorks' products or services, or invite others to participate in OpusWorks' services or forums, OpusWorks may collect the information you provide about those people such as name, mailing address, email address, and phone number. OpusWorks will use such information to fulfill your requests, provide the relevant products or services, or for anti-fraud purposes.

OpusWorks may ask for a government issued ID in limited circumstances including when setting up an account or registering for a class as required by your organization or as required by law.

How your personal information is being used

The personal information OpusWorks collects allows its systems to keep you posted on the latest changes, announcements, and updates pertaining to your classes, exams etc., as well as upcoming events.

Your personal information may be utilized to help OpusWorks create, develop, operate, deliver, and improve its products, services, content, and advertising, and for loss prevention and anti-fraud purposes.

OpusWorks may use your personal information, including date of birth, email address, or phone number to verify identity, assist with identification of users, and to determine appropriate services.

From time to time, OpusWorks may use your personal information to send important notices, such as communications about class registration, Come to Class event date changes, important announcements about your class, and changes to OpusWorks terms, conditions, and policies. Since this information is important to your interaction with OpusWorks, you may not opt out of receiving these communications.

OpusWorks may also use personal information for internal purposes such as auditing, data analysis, and research to improve OpusWorks' products, services, and customer communications.

OpusWorks follows a standard procedure of using log files. These files log visitors when they visit a portal website. All hosting companies do this as a part of their hosting services' analytics. The information collected by log files include internet protocol (IP) addresses, browser type, Internet Service Provider (ISP), date and time stamp, referring/exit pages, and possibly the number of clicks. These are not linked to any information that is personally identifiable. The purpose of the information is mainly for troubleshooting issues, as well as for analyzing trends and administering the portal site.

Third-Party Sites and Services

OpusWorks' websites, products, applications, and services may contain links to third-party websites, products, and services. OpusWorks' products and services may also use or offer products or services from third parties such as Zoom or Adobe Connect.

Information collected by third parties, which may include such things as location data or contact details, is governed by their privacy practices. OpusWorks encourages you to learn about the privacy practices of those third parties.

Cookies and Web Beacons

Like any other website, OpusWorks uses "cookies". These cookies are used to store information including user preferences, and the pages on the portal website that the user accessed or visited. The information is used to optimize the users' experience by customizing the web page content based on the users' browser type and/or other information.

GDPR Privacy Policy (Data Protection Rights)

OpusWorks would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

- The right to access – You have the right to request copies of your personal data. We may charge you a small fee for this service.
- The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete the information you believe is incomplete.
- The right to erasure – You have the right to request that we erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.
- The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, please allow one month for a response. If you would like to exercise any of these rights, please contact us.

Children's Information

Another part of our priority is adding protection for children while using the internet. We encourage parents and guardians to observe, participate in, and/or monitor and guide their online activity.

OpusWorks does not knowingly collect any Personal Identifiable Information from children under the age of 13. If you think that your child provided this kind of information within the OpusWorks' cloud portal website, please feel free to contact us immediately and we will do our best efforts to promptly remove such information from our records.