

## *iKeepSafe Product Profile* *Trivedi Chemistry*



### Introduction

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The iKeepSafe Privacy Program is available to operators and service providers of websites and online services, data management systems and other technologies that are, in whole or in part, intended for use in and by schools, and which may collect, store, process or otherwise handle student data.

This *iKeepProfile* is intended to assist you in determining whether the Trivedi Chemistry complies with FERPA, SOPIPA, California AB 1584, and other California state laws and district policies. It indicates that Trivedi Chemistry has been assessed for alignment with the iKeepSafe FERPA and California Privacy Program Guidelines.

### Product Overview

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<https://www.trivedichemistry.com/>

Online homework, with audio/video solutions. Users log in with username and password. They then have access to their assigned class for the online homework.

## Agreement

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As related to the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. Section 1232g), Trivedi Chemistry agrees:

1. Student records obtained by Trivedi Chemistry from an educational institution continue to be the property of and under the control of the educational institution. The educational institution retains full ownership rights to the personal information and education records it provides to Trivedi Chemistry.
2. Trivedi Chemistry users may retain possession and control of their own generated content.
3. Trivedi Chemistry will not use any information in a student record for any purpose other than those required or specifically permitted by the Trivedi Chemistry Terms and Conditions and Privacy Policy.
4. Parents, legal guardians, or eligible students may review personally identifiable information in the student’s records and correct erroneous information by contacting their educational institution. Additionally, Trivedi Chemistry users may access, correct, update, or delete personal information in their profile by signing into Trivedi Chemistry, accessing their Trivedi Chemistry account, and making the appropriate changes.
5. Trivedi Chemistry is committed to maintaining the security and confidentiality of student records. Towards this end, we take the following actions:
  - a. We limit employee access to student data to only those employees with a need to such access to fulfill their job responsibilities;
  - b. We conduct background checks on our employees that may have access to student data;
  - c. We conduct regular employee privacy and data security training and education; and
  - d. We protect personal information with technical, contractual, administrative, and physical security safeguards in order to protect against unauthorized access, release or use.
6. In the event of an unauthorized disclosure of a student’s records, Trivedi Chemistry will promptly notify customers unless specifically directed not to provide such notification by law enforcement officials.
7. Trivedi Chemistry will delete or de-identify personal information when it is no longer needed, upon expiration or termination of our agreement with an educational institution with any deletion or de-identification to be completed according to the terms of our agreement with the educational institution, or at the direction or request of the educational institution.
8. Trivedi Chemistry agrees to work with educational institutions to ensure compliance with FERPA and the Parties will ensure compliance by providing parents, legal guardians or eligible students with the ability to inspect and review student records and to correct any inaccuracies therein as described above.
9. Trivedi Chemistry prohibits using personally identifiable information in student records to engage in targeted advertising.
10. Trivedi Chemistry will not make material changes to our Terms of Use or Privacy Policy, including making significant changes impacting the collection, use, disclosure or retention of data collected without prior notice to the educational user.

As related to the Student Online Personal Information Protection Act (SB 1177 -“SOPIPA”), Trivedi Chemistry agrees:

Prohibitions:

1. Trivedi Chemistry does not target advertising via the Trivedi Chemistry service or on any other website using information about a K-12 student, their families/guardians or educators acquired from a use of the technology.
2. Trivedi Chemistry does not use information, including persistent unique identifiers, created or gathered by the Trivedi Chemistry service to amass a profile about a K–12 student, their families/guardians or educators except in furtherance of K–12 school purposes.
3. Trivedi Chemistry does not and will not sell, rent, or otherwise provide personally identifiable information to any third party for monetary gain.
4. Trivedi Chemistry does not disclose student information unless for legal, regulatory, judicial, safety or operational improvement reasons.

Obligations:

5. Trivedi Chemistry is committed to maintaining the security and confidentiality of pupil records as noted herein.
6. Trivedi Chemistry will delete student information when requested by the school district.
7. Trivedi Chemistry will disclose student information when required by law, for legitimate research purposes and for school purposes to educational agencies.

## Data Review Process

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Trivedi Chemistry encourages users to update their personal information in order to have accurate, current and complete information. Users may correct any errors or request that Trivedi Chemistry deletes all or some of the personal information. Users may also submit a request not to have any further contact from Trivedi Chemistry.

If users wish to review any student's or child's personally identifiable information, please email them at [info@trivedichemistry.com](mailto:info@trivedichemistry.com). Users may also correct, update, or delete any student or child's personal information by making the change directly in the user profile initially created, or by emailing Trivedi Chemistry. They will respond to your request within thirty (30) days.

To protect personal information held by Trivedi Chemistry, users may need to confirm their identity before access to any personal information is granted.

To contact Trivedi Chemistry about any personal information, concerns or complaints, email [info@trivedichemistry.com](mailto:info@trivedichemistry.com) or alternatively, write to Trivedi Chemistry at

1700 Kraft Dr. Suite 1000  
Blacksburg, VA 24060  
Phone: 540-552-5882  
Fax: 540-552-5883

[info@trivedichemistry.com](mailto:info@trivedichemistry.com)

## Security Protocols

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Trivedi Chemistry has a comprehensive Security Program in place designed to protect the confidentiality, integrity and availability of systems, networks and data. The following is a general overview of data security protocols:

### Data in Transit:

All data in transit is encrypted via HTTPS

### Data at Rest:

Data encryption at rest is provided by Siteground

### Data Center Security:

Data is hosted and stored by SiteGround

## Personnel:

Background Checks: All employees with access to student data have undergone criminal background checks.

Training: Employees of Trivedi Chemistry will receive annual privacy and security training that includes FERPA.

Access: Access to student data is role-based; limited to those employees who need access to perform job responsibilities.

Employees are given access to the minimum services that are required for their job function.

## Access to Audit

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Once per year, Trivedi Chemistry will provide schools with:

- audit rights to the school's data
- access to the results of Trivedi Chemistry' or its third-party security audit

## Data Breach

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In the event of an unauthorized disclosure of a student's records, Trivedi Chemistry will promptly notify users unless specifically directed not to provide such notification by law enforcement officials.

Notification shall identify:

- a. the date and nature of the unauthorized use or disclosure;
- b. the Private Data used or disclosed;
- c. general description of what occurred, including who made the unauthorized use or received the unauthorized disclosure;
- d. what Trivedi Chemistry has done or shall do to mitigate any effect of the unauthorized use or disclosure;
- e. advice to the impacted user on how they can best protect themselves.
- f. what corrective action Trivedi Chemistry has taken or shall take to prevent future similar unauthorized use or disclosure; and
- g. who at Trivedi Chemistry the user can contact. Trivedi Chemistry will keep the user fully informed until the incident is resolved.

Trivedi Chemistry will notify impacted user (s) within 72 hours upon the discovery of a breach of security that results in the unauthorized release, disclosure or acquisition of student information,

## Data Deletion

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Trivedi Chemistry states that:

Under FERPA, parents have the right to refuse Trivedi Chemistry further contact with their child and to have access to their child's school record information and to have it deleted by contacting the school administrator.

Trivedi Chemistry will retain and use your information as necessary to comply with our legal obligations only. They will retain your information only for as long as your account is active or as needed to provide services.

As stated in their Privacy Policy, users should direct any access, deletion or correction requests related to education records directly to their educational institutions. Being a service provider, Trivedi Chemistry cannot delete or modify education records or other records collected or processed for, or on behalf of, an educational institution, unless it is directed to do so by the educational institution directly.

## Research

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Trivedi Chemistry stated; We use none of the customer data for research or statistical purposes at this time. If data is used for behavioral or product improvements the data is aggregated and cannot be identified to any particular individual.

Trivedi Chemistry may also analyze information that does not contain "Personal Information" (or contains "Personal Information" in anonymous or aggregated form) for trends and statistics, such as through the use of Google Analytics or other similar analytics services.

## Third Parties

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Trivedi Chemistry does not sell, trade, lease or loan the personal information they collect or maintain, in the course of providing the service, to any third party for any reason, including direct marketers, advertisers, or data brokers.

Trivedi Chemistry contracts with other third-party companies to perform business functions or services on their behalf and may share PII with such third parties as required to perform their functions. Trivedi Chemistry has agreements in place with all third parties with access to student personal information to ensure they only use the information for purposes necessary to deliver the authorized service and to ensure they maintain the confidentiality and security of the information. The agreements align with Trivedi Chemistry' data privacy and security policies and expectations.

Trivedi Chemistry utilizes the following third-party vendors:

<b>Provider</b>	<b>Overall Purpose</b>	<b>What information we share</b>
<b>SiteGround</b>	<b>Hosting and Data Storage</b>	<b>Contact information, Names and emails</b>

## Product Data List

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Data Collection:

<b>Data Collected for Operation</b>	<b>General Purpose of Data Collection</b>
Student First and Last Name	Required to support product functionality
Student City location	Required to support product functionality
Student Password	Required to support product functionality
Student email address	Required to support product functionality
Browser Type	Analytics
Access time	Analytics
TIME SPENT ON SITE	Analytics
PAGE VIEWS	Analytics

## Accuracy Statement

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Trivedi Chemistry, hereby confirms the accuracy and truthfulness of all information contained in the Trivedi Chemistry profile and has authorized iKeepSafe to make the profile available to any interested schools.

Signed and agreed:

\_\_\_\_\_ KMTrivedi \_\_\_\_\_  
(Signature)

DocuSigned by:  
*Ketan*  
7AEB6250498645E

Ketan Trivedi President of Trivedi Chemistry DBA Paperless Publishing, Inc.

1700 Kraft Dr. Suite 1000  
Blacksburg, VA 24060

Phone: 540-552-5882  
Fax: 540-552-5883  
[ketan@trivedichemistry.com](mailto:ketan@trivedichemistry.com)

08/09/21

The Trivedi Chemistry service has been reviewed and found in alignment with iKeepSafe's FERPA and California Privacy Program Guidelines as indicated by this product profile. Trivedi Chemistry has been awarded the iKeepSafe FERPA and California Privacy Program badges.

DocuSigned by:  
*Amber Lindsay*  
4936610B3823488

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(Signature)

Amber Lindsay  
President & CEO  
iKeepSafe

08/09/21



## Copyright

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## Disclaimer

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By using the California Privacy Assessment Program or accepting any materials related to the California Privacy Assessment Program, you expressly acknowledge and agree that neither Internet Keep Safe Coalition, their affiliates, subsidiaries, or designees nor each of their respective officers, directors, employees or agents (collectively, Associates), can guarantee, certify or ensure that you are in compliance with FERPA, SOPIPA, California AB 1584, or any other state or federal laws. You understand that the California Privacy Assessment Program does not constitute legal or any other type of professional advice and the California Privacy Seal is not a legal determination.