



## *iKeepSafe Product Profile* *SkillsUSA* *My Career Essentials*

### Introduction

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The *iKeepSafe* FERPA, CSPC (California) and COPPA 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 *iKeepSafe* Product Profile is intended to assist you in determining whether [SkillsUSA](#) complies with FERPA, COPPA and CSPC (California). It indicates that [SkillsUSA](#) has been assessed for alignment with the *iKeepSafe* FERPA, CSPC (California) and COPPA Guidelines.

### Product Overview

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SkillsUSA sells access to on-line courses and assessments that help students in middle school, high school, college, and adult learner programs develop and assess their employability skills. Access is provided to the courses and assessments through a third party learning management system, Absorb.

Website: <https://mycareeressentials.org/#/public-dashboard>

Android: mycareeressentials.org

iOS: mycareeressentials.org

## Agreement

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

1. Student records obtained by SkillsUSA 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 SkillsUSA
2. SkillsUSA users retain possession and control of their own original content that they submit to My Career Essentials/Absorb.
3. SkillsUSA will not use any information in a student record for any purpose other than those required or specifically permitted by the SkillsUSA 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, SkillsUSA users may access, correct, update, or delete personal information in their profile by signing into SkillsUSA, accessing their SkillsUSA account, and making the appropriate changes.
5. SkillsUSA 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, SkillsUSA will promptly notify users unless specifically directed not to provide such notification by law enforcement officials.
7. SkillsUSA 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. SkillsUSA 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. SkillsUSA prohibits using personally identifiable information in student records to engage in targeted advertising.
10. SkillsUSA 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.

## **B. Children’s Online Privacy Protection Act (“COPPA”) (15 U.S.C §§ 6501- 6506 )**

1. SkillsUSA contracts directly with schools and, as such, may rely on consent from the school instead of the parents for collection of personal information from students when data collected is for the use and benefit of the school, and not for any other commercial purposes.
2. SkillsUSA makes available clearly written policies explaining what data it collects from users, how such data is used, stored and to whom it may be disclosed.
3. SkillsUSA makes a copy of the privacy policy available to the school prior to completion of the sale, download or installation of the product.
4. SkillsUSA provides the school a description of the types of personal information collected; an opportunity to review the child’s personal information and/or have the information deleted; and the opportunity to prevent further use or online collection of a child’s personal information.
5. SkillsUSA collects limited data from or about children that is reasonably needed to provide users with a feature or activity, or to perform a valid business function that meets the strict definition of support for internal operations.
6. SkillsUSA does not and will not condition a child's participation in an activity on the child disclosing more personal information than is reasonably necessary to participate in such activity.
7. SkillsUSA maintains reasonable procedures to protect the confidentiality, security, and integrity of personal information collected from children. It takes reasonable steps to release children's personal information only to service providers and third parties who can maintain the confidentiality, security and integrity of such information, and who provide assurances that they will maintain the information in such a manner.
8. SkillsUSA will retain personal information collected online from a child only as long as is reasonably necessary to fulfill the purpose for which the information was collected. It must delete such information using reasonable measures to protect against unauthorized access to, or use of, the information in connection with its deletion.
9. SkillsUSA will conduct annual training related to data privacy and security, including COPPA requirements, for all employees responsible in whole or in part for design, production, development, operations and marketing of their products. Such training will include all employees who are directly or peripherally involved in collection, use, storage, disclosure or any other handling of data.
10. SkillsUSA will not make material changes to its privacy and security policies, including adding practices around new or additional data collection, or changes that may lessen the previously noted protections without prior notice to the school, separate from any notice in a “click wrap” agreement. It will notify schools and obtain the prior verifiable consent for any material changes to its privacy policy that affect the collection or use of personal information from students.

## C. . As related to Student Online Personal Information Protection Act (SB 1177 -“SOPIPA”), SkillsUSA agrees:

### Prohibitions:

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

### Obligations:

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

## Data Access and Review Process

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Any party wishing for SkillsUSA to provide or correct their personal information can make a request either via their school or directly to SkillsUSA and they will provide or correct the information as instructed.

A data access request which asks SkillsUSA to provide, correct or delete personal information is lodged via an email to [anyinfo@skillsusa.org](mailto:anyinfo@skillsusa.org). Depending on the nature of the request they may require the requestor to provide information to verify their identity, and/or be an authorized agent of their school.

SkillsUSA collects data on behalf of schools. Any party wishing for SkillsUSA to provide, correct or delete their personal information can make a request via their school, and they will fulfill the data request in a timely manner.

## Security Protocols

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SkillsUSA 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

SkillsUSA uses secure socket layer technology (SSL) when a user enters any information anywhere on the Service as a default and this technology enables the encryption of that information during server transmission.

### Data at Rest

SkillsUSA database is encrypted **at rest**, where they store a user's personal information, which converts all personal information stored in the database to an unintelligible form.

### Data Center Security

SkillsUSA's vendor's use AWS Data Centers and these centers conform to the following:

AWS is a secure, durable technology platform with industry-recognized certifications and audits: PCI DSS Level 1, ISO 27001, FISMA Moderate, FedRAMP, HIPAA, and SOC 1 (formerly referred to as SAS 70 and/or SSAE 16) and SOC 2 audit reports. Their services and data centers have multiple layers of operational and physical security to ensure the integrity and safety of your data.

Please see more information below in the available link:

**Amazon Web Services (AWS)** <https://aws.amazon.com/security/>

### Personnel

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

Training: Employees of SkillsUSA, will receive annual privacy and security training that includes FERPA and COPPA.

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

## Access to Audit

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Once per year, SkillsUSA will provide schools with:

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

## Data Breach

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In the event of an unauthorized disclosure of a student's records, SkillsUSA 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 SkillsUSA 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 SkillsUSA has taken or shall take to prevent future similar unauthorized use or disclosure; and
- g. who at SkillsUSA the user can contact. SkillsUSA will keep the user fully informed until the incident is resolved.

SkillsUSA will notify impacted user (s) within a reasonable period of time following the discovery of a breach of security that results in the unauthorized release, disclosure or acquisition of student information, and any acquisition of computerized data that compromises the security, confidentiality, or integrity of personal information maintained by SkillsUSA

## Data Deletion

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SkillsUSA stores your personal information for as long as it is necessary to provide products and Services to you and others. Personal information associated with the user account will be kept until the account is deleted or until we no longer need the data to provide products and services.

SkillsUSA may have to retain some information after your account is closed, to comply with legal obligations, to protect the safety and security of our community or our Service, or to prevent abuse of our Terms. At SkillsUSA, a user may delete their account at any time by contacting their school directly or by contacting SkillsUSA at [anyinfo@skillsusa.org](mailto:anyinfo@skillsusa.org).

## Research

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SkillsUSA may use data which has been de-identified and/or aggregated for product development, research, analytics and other purposes, including for the purpose of analyzing, improving, or marketing the Services. On certain occasions, SkillsUSA may share this data with business partners to improve their services or offerings. If they disclose information to authorized business partners to conduct research on online education or assist in understanding the usage, viewing, and demographic patterns for certain programs, content, services, promotions, and/or functionality on our Service, such data will be aggregated and, or anonymized to reasonably avoid identification of a specific individual.

## Third Parties

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SkillsUSA 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.

SkillsUSA 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. SkillsUSA 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 SkillsUSA data privacy and security policies and expectations.

SkillsUSA utilizes the following third-party vendors:

Absorb: Learning Management System

Info Shared may include: Data collected in use of system as detailed in datatable

Magento: E-commerce platform

Info Shared may include: STUDENT FIRST AND LAST NAME, EMAIL ADDRESS

Personify: Membership Portal

Info Shared may include: Data collected only – no external data shared

Training Wheels: Membership System and Conference Registration System

Info Shared may include: STUDENT FIRST AND LAST NAME, EMAIL ADDRESS, PHONE

Smart Reg: Courtesy Corps Conference Registration

Info Shared may include: Data collected only – no external data shared

Raiser's Edge (Blackbaud): Applications and Donations

Info Shared may include: Data collected only – no external data shared

Wufoo: Scholarships and other applications and/or registrations

Info Shared may include: Data collected only – no external data shared

6Connex: Virtual Event Platform

Info Shared may include: STUDENT FIRST AND LAST NAME, EMAIL ADDRESS

## Product Data List

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Data Collection by SkillsUSA includes the following:

	<b>DATA Collected for Operation</b>	<b>General Purpose of Data Collected</b>
1	STUDENT FIRST and LAST NAME	Required to support Product Functionality
2	STUDENT ADDRESS	
3	STUDENT EMAIL ADDRESS	Required to support Product Functionality
4	STUDENT BIRTH DATE	Required to support Product Functionality
5	STUDENT PHONE	Required to support Product Functionality
6	STUDENT GENDER	Optional to support Product functionality
7	STUDENT ETHNICITY	Optional to support Product functionality
8	STUDENT LANGUAGE	Optional to support Product functionality
9	STUDENT SCHOOL ENROLLMENT	Required to support Product Functionality
10	STUDENT SPECIFIC CURRICULUM PROGRAMS	Required to support Product Functionality
11	STUDENT YEAR OF GRADUATION	Required to support Product Functionality
12	STUDENT CAREER CLUSTER	Optional to support Product Functionality
13	PROFILE SPECIAL INDICATOR QUESTIONS	Optional to support Product Functionality
14	STUDENT WORK	Optional generated in use of Product
15	APPLICATION METADATA	Product Functionality and Business Analytics
16	USER INTERACTION METADATA	Product Functionality and Business Analytics



## Accuracy Statement

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

Signed and agreed:



Chelle Travis (Oct 28, 2021 19:22 EDT)

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(Signature)

SkillsUSA  
14001 SkillsUSA Way  
Leesburg, VA 20176  
703-777-8810  
FAX: 703-777-8999

10/22/2021

The SkillsUSA service has been reviewed and found in alignment with iKeepSafe's FERPA, CSPC and COPPA Privacy Program Guidelines as indicated by this product profile. SkillsUSA has been awarded the iKeepSafe FERPA, CSPC and COPPA Certification.



Amber Lindsay (Oct 29, 2021 08:15 EDT)

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(Signature)

Amber Lindsay  
President & CEO  
iKeepSafe

10/22/2021

## Copyright

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