**Connect Through Music Privacy Policy**

**What is Connect Through Music?**

Connect Through Music Inc. (“CTM,” “we,” or “us”) offers web based professional support to all levels of music education. Science shows how important playing an instrument is for the developing brain. Our services start with Pre-K music introduction and continues to provide professional sequential instruction and maintenance for all core band and orchestra instruments. We also include guitar and piano. Our services also include Professional Development for music educators, along with student leadership lessons. Many of these lessons contain support materials that bring 21st century learning to the classroom.

Teachers and students use these services to learn and enjoy the power of music as they develop the brain and build strong social and emotional skills. Studies show that being engaged in ensemble based learning improves a person’s competence, confidence, caring, character, and connection. By providing a robust music education support system we believe we are providing the needed services in developing the future leaders of our communities. We are committed to protecting the privacy and security of all our users, especially students. By providing today’s music teachers and their students with a safe add free environment we gain the trust of teachers, administrators, and parents in preparing their students for the future. We are committed to keeping the trust of schools and parents by protecting the personal information we collect.

**When does this Privacy Policy Apply?**

Connect Through Music’s Privacy Policy (“Policy”) applies to information we collect from parents, teachers, program directors and administrators who are licensing our services through a K-12 school or Private Program (“Students”). Private Programs are, but not limited to Preschools, Daycare, Afterschool programs like Boys and Girls Clubs, Private music teachers, Therapists, etc..

Schools and Programs that use our services may integrate with other technology services such as Canvas or Google Classroom. This Policy does not apply to features or other third party services students may access through those relationships.

**What Information Do We Collect about Students?**

CTM will not collect, maintain, or use, any student personal information beyond that needed for authorized licensing purposes, as authorized by the user. At **NO** **Time** will CTM share any personal student information collected with any third party or outside entity other than those situations explained below.

**User Information**

When a user registers for a license, CTM collects (1) name, (2) email address, (3) address, (4) phone, and (5) number or members in the family, school, or program. This information is used for credit card verification and school or program size. This helps us maintain smooth operating procedures.

**Information That We Collect Automatically from Users**

“Cookies” or alphanumeric identifiers that we transfer to a user’s computer’s hard drive through a web browser are for record-keeping purposes only. We may use both session Cookies (which expire once a user closes a web browser) and persistent Cookies (which stay on a computer until a user deletes them). Some Cookies allow us to make it easier for a user to navigate our website and services, while others are used to enable a faster log-in process or to allow us to track a user’s activities, but only those activities that relate to the user’s use of our websites and services.

**How Do We Use Users Information?**

We use the information we collect from users to provide, administer, operate, and improve our services, to support the internal operations of our websites and services, monitor and evaluate trends, usage, and activities in connection with our services and better tailor our services to our user’s needs. We also use the information we collect to respond to comments, questions and requests and provide customer service and for security reasons and to comply with legal obligations.

When information is provided by schools, we use that information to create an account and to track the number of users on the account. We may use aggregate or de-identified information about the use of the services for research, analysis, and similar purposes, for example, to better understand how users access and use the services; to improve services, or for other research and analytical purposes.

**When Do We Share User Information?**

We are committed not to advertise or market to students or others based on use of the services. Outside of the following we will not disclose any personal information about any user to third parties. We never sell, rent, or trade any user information.

* With law enforcement, courts of competent jurisdiction, when we have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to (1) satisfy any applicable law, regulation, legal process or enforceable governmental request, (2) enforce the applicable CTM Terms and Conditions, including investigation of potential violations thereof, (3) detect, prevent, or otherwise address fraud, security or technical issues, or (4) protect against harm to the rights, property or safety of CTM, its users or the public as required or permitted by law.
* When schools use integrations, like Google Classroom or Canvas, these integrations may receive information needed to provide their services. For example, a course created by CTM may be submitted through Canvas. In this case, Canvas would receive the assignment and submission data.

**What Controls Do We Make Available?**

Schools and Programs control the personal information of their students and are responsible for ensuring the safety of that information. CTM will never ask for individual student information but will provide program and or school contact information to those requesting such information if reasonable cause has been given by those mentioned earlier.

**Account Information**

**Parents or legal guardians of a student who is using the services through their schools or programs licenser can contact the appropriate official of that school or program to access, review, correct, or delete their student’s personal information or accounts. All change requests will be implemented by the school or program. The school or program will then notify CTM if it is necessary to update the school or program numbers.**

If you have an individual or family license, you may update, correct, or delete your profile information or preferences at any time by emailing **support@connecthroughmusic.com**. When you exercise these rights, we may ask you to provide an explanation that will only be used to help improve CTM services.

If you are not sure what type of account your student has, please contact us at[**support@connecthroughmusic.com**](mailto:support@connecthroughmusic.com) and we will assist you.

**Disabling Cookies**

Most web browsers automatically accept cookies, but if you prefer, you can edit your browser options to block them in the future. The Help portion of the toolbar on most browsers will tell you how to prevent your computer from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. Visitors to our websites who disable cookies will still be able to browse certain areas of the website, but some features may not be available to you.

**Contact Us**

If you have questions or concerns regarding this Policy, please contact CTM at:

* Email us at: support@connecthroughmusic.com
* Call us at: 833-CTM-5500 and our customer support team will assist you.
* Write us at: P.O.Box 71505, Salt Lake City, UT 84171, Attn: Privacy Policy