



## ACCUPLACER® System Licensee Privacy Policy

The ACCUPLACER® System and website are operated by the College Board and are designed to be used by educational institutions and governmental departments of education (“Licensee”) to assist in determining if a student is prepared for a college-level course and to aid users in making course placement decisions. The College Board recognizes the importance of protecting the privacy rights of our users and the students taking ACCUPLACER tests and AP® Aspire Pilot Program tests. The ACCUPLACER System is securely managed and safeguarded in accordance with all applicable laws and the policies and guidelines set forth below. By using the ACCUPLACER System, you consent to the terms of the following privacy policy, including the uses of the information as described below.

### INFORMATION COLLECTED

Student Data collected includes test scores, test related data and personally identifiable information, including name, address, phone number, email address, student ID number, date of birth, gender, ethnicity and other data that may be requested specifically by the institution.

Licensee Data collected includes institution ID number, name, address, phone number; test related data, including test scores, and placement results; and individual institutional users’ name and institutional address and email address.

### INFORMATION USE, SHARING AND DISCLOSURE

(a) Student Data and Licensee Data are provided to the institution administering the test to the student and may be shared by that institution with governmental departments of education for reporting purposes.

(b) Student Data and Licensee Data are used by the College Board for internal research and reporting purposes in accordance with the College Board’s *Guidelines on the Uses of College Board Test Scores and Related Data* located at <http://professionals.collegeboard.com/profdownload/guidelines-on-uses-of-college-board-test-scores-and-data.pdf> and *Guidelines for the Release of Data* located at [www.collegeboard.com/prod\\_downloads/research/RDGuideforReleaseData.pdf](http://www.collegeboard.com/prod_downloads/research/RDGuideforReleaseData.pdf)

(c) From time to time information is requested by existing or potential users who are seeking a remote testing location, exploring the use of ACCUPLACER, or seeking information on best practices from other institutions. In these cases, if you have given permission in the ACCUPLACER System to share your institutional information, the ACCUPLACER Program will only respond to requests with the following information: institution name, email address and phone number of the Institution’s Administrator, and the test types used by the institution.

(d) Student Data and Licensee Data may be shared with employees and subcontractors who assist the College Board with website operations and the technical aspects of hosting the site. All College Board employees and subcontractors are subject to the College Board’s confidentiality and privacy policies.

(e) Licensee's institutional and contact information may be shared with College Board partners who work with the College Board to provide products, services, and information to maintain or improve the Licensee's overall consumer experience. College Board partners are subject to the College Board's confidentiality and privacy policies.

(f) If CSP Assessment tests are administered by a Licensee, the Institution ID and Student ACCUPLACER ID number will be provided to CSPlacement for the purposes of administering the test and for data management. No personally identifying information of the student or Licensee will be shared with CSPlacement,

(g) Student Data and Licensee Data may be disclosed in response to a subpoena, court order or legal process, to the extent permitted and required by law.

(h) Student Data and Licensee Data may be disclosed to protect user security or the security of other persons, consistent with applicable laws.

### **COLLEGE BOARD LINKED SITES; COMPUTER SKILLS PLACEMENT; PEARSON ACCUPLACER//MyFoundationsLab**

Any information that the Licensee submits to a third party site, not owned by the College Board, is subject to the third party site's terms and conditions and privacy policies. The College Board is not responsible for privacy policies or terms and conditions of any third party sites or for any links, information or content that appears on the third party sites.

For the convenience of our ACCUPLACER users, the College Board System provides a direct link to the Computer Skills Placement ("CSPlacement") site to access the CSP Assessment tests and the Pearson site to access the ACCUPLACER//MyFoundationsLab tool. The CSPlacement and Pearson sites as well as the assessments and materials on these sites are not owned by the College Board and are solely owned by and provided to the institutions and students by CSPlacement Pearson respectively. Use of these sites and services are governed by the Terms and Conditions and Privacy Policy set forth on each site.

The College Board strongly recommends that Licensees read these policies before using the sites and related products. For questions or support regarding CSPlacement or its services, please contact 203-319-9934 or [info@csplacement.com](mailto:info@csplacement.com). For questions or support regarding Pearson or its services please contact [accumfl@pearson.com](mailto:accumfl@pearson.com).

### **INTERNATIONAL USERS AND TRANSFERS OF INFORMATION**

The College Board System operates on a software as a service platform that is located in the United States. Therefore, Student Data and Licensee Data may be transferred from the testing location or institution to the United States. When you furnish Student Data or Licensee Data to the College Board through this System, you are consenting to a cross-border transfer of that information.

### **INFORMATION GATHERED THROUGH TRAFFIC MONITORING**

Like many other websites, the ACCUPLACER System is equipped with a program that monitors traffic by automatically recording every visitor's host, domain name, pages visited, length of user sessions, browser type and/or IP address. This program tracks the number of times the site is hit, how many visitors come to the site, which parts of the site they frequent, and the length of time of each visit. This information does not contain personally identifiable information and is used to evaluate areas of interest and to improve this site and may be provided to third parties by College Board or its affiliates.

## **CHANGES TO THIS PRIVACY POLICY**

We reserve the right to change the terms of this Privacy Policy from time to time by posting an updated Privacy Policy. We encourage you to review this Privacy Policy Statement periodically for any changes or updates.

## **QUESTIONS ABOUT THIS PRIVACY POLICY**

If you have questions about this Privacy Policy or the ACCUPLACER System privacy practices, please contact us at 866-607-5223 or [info@accuplacer.org](mailto:info@accuplacer.org). Please note: the College Board's customer service department is not intended to be a substitute for legal counsel. If you have specific legal questions about the use of the College Board System in your state or country, please consult with your individual attorney.

Effective 12/18/2011