

Pro-AT Group FERPA Compliance Statement

Commitment to Student Privacy

At Pro-AT Group, we are dedicated to protecting the privacy and security of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA). This statement outlines our practices for collecting, using, and protecting student information.

Information We Collect

Pro-AT Group collects and uses student information solely for educational purposes. The types of information we may collect include:

- **Student Name:** To identify the user.
- **Date of Birth:** To ensure appropriate age-related services.
- **Contact Information:** Such as email addresses for communication.
- **Educational Records:** Including educational data about current projects and work

Use of Information

The information we collect is used to provide, maintain, and improve our educational services. Specifically, we use student information to:

- Support learning and educational progress.
- Communicate with students and parents.
- Customize and improve our services based on student needs.

Disclosure of Information

Pro-AT Group does not disclose student education records without consent, except as permitted by FERPA. Situations where we may disclose information without consent include:

- **School Officials:** Information may be shared with school officials who have legitimate educational interests.
- **Legal Requirements:** When required by law or in response to a court order.
- **Health and Safety:** In emergencies, to protect the health and safety of students or others.
- **Audit or Evaluation Exception:** When disclosing PII (Personally Identifiable Information) under the audit or evaluation exception, Pro-AT Group uses a written agreement to designate any authorized representative other than an employee. The written agreement will:
 - Designate the entity receiving the data as the educational agency's "authorized representative".
 - Specify what PII will be disclosed and for what specific purpose(s).
 - Describe the activity in a way that makes it clear that the data sharing will fall within the audit or evaluation exception.

- Require the authorized representative to destroy the PII upon completion of the audit or evaluation, and within the time period specified for destruction.
- Establish the policies and procedures that will be used to protect the PII from further disclosure and unauthorized use.

Parental and Student Rights

FERPA grants parents and eligible students the following rights regarding their education records:

- **Right to Access:** Parents and eligible students have the right to inspect and review the student's education records maintained by Pro-AT Group.
- **Right to Request Amendment:** If they believe information is inaccurate or misleading, they can request an amendment of the records.
- **Right to Consent to Disclosure:** Except as authorized by FERPA, Pro-AT Group requires written consent before disclosing personally identifiable information from education records.
- **Right to File a Complaint:** If they believe their FERPA rights have been violated, they can file a complaint with the U.S. Department of Education.

Data Security

We implement stringent security measures to protect the privacy of student education records. These measures include:

- **Encryption:** Protecting data in transit and at rest.
- **Access Controls:** Limiting access to authorized personnel only.
- **Regular Audits:** Conducting regular security audits to ensure compliance and address vulnerabilities.

Handling Misrepresented Information

Pro-AT Group takes reasonable steps to verify the age information provided by users. However, if a student misrepresents their age and provides false information, Pro-AT Group is not immediately liable if we have taken reasonable measures to obtain accurate information and verify age. We encourage parents to monitor their children's online activities and communicate with us if they suspect any misrepresentation.

Contact Us

For any questions or concerns about our FERPA compliance or to exercise your rights under FERPA, please contact us at:

- **Email:** info@pro-atgroup.com
- **Address:** Airedale Enterprise Services, Crown Works Business Centre, Worth Way, Keighley, West Yorkshire, BD21 5LR

Updates to This Statement

We may update this FERPA Compliance Statement periodically to reflect changes in our practices or legal requirements. We will notify students and parents of any significant changes.

