

## **Privacy Policy**

### **STEAM Minds Academy Corp.**

Effective Date: 04.01.2026

#### **Introduction**

STEAM Minds Academy Corp. (“we,” “our,” or “us”) is a nonprofit, private K–12 educational institution committed to protecting the privacy, confidentiality, and security of our students, families, staff, and website visitors.

This Privacy Policy describes how we collect, use, disclose, and safeguard personal information and outlines our compliance with applicable federal and state privacy laws and standards.

By accessing or using our website or services, you acknowledge and agree to the terms of this Privacy Policy.

#### **Information We Collect**

##### **A. Personal Information**

We may collect personally identifiable information that you voluntarily provide, including but not limited to:

- Student and parent/guardian names
- Email addresses and phone numbers
- Mailing and billing addresses
- Student date of birth and demographic information
- Emergency contact details
- Academic records, evaluations, and enrollment documentation

##### **B. Automatically Collected Information**

We may collect certain non-identifiable information automatically, including:

- IP address and general location data
- Browser type and device identifiers
- Website usage data and analytics

##### **C. Student Education Records**

While STEAM Minds Academy Corp. is a private institution and not all provisions of the Family Educational Rights and Privacy Act (FERPA) may be directly mandated, we voluntarily align our data governance practices with FERPA standards as a best-practice framework for protecting student education records.

We treat student records as confidential and limit access strictly to authorized individuals with a legitimate educational interest.

#### **Legal Basis and Purpose for Processing**

We process personal information for legitimate educational and operational purposes, including:

- Student admissions, enrollment, and academic instruction
- Communication with families and stakeholders
- Maintenance of official student records
- Billing, tuition processing, and financial administration
- Compliance with applicable laws, regulations, and accreditation standards
- Institutional improvement, reporting, and program development

#### **Disclosure and Sharing of Information**

We do not sell, trade, or rent personal information. Information may be disclosed only under the following conditions:

##### **A. School Officials and Legitimate Educational Interest**

Access is granted to employees, faculty, contractors, and administrators strictly on a need-to-know basis for educational and operational purposes.

##### **B. Third-Party Data Processors**

We may share information with vetted third-party service providers (“data processors”) that perform services on our behalf, such as:

- Student information systems
- Payment processing platforms
- Learning management systems
- Communication and email platforms

All data processors are contractually obligated to:

- Maintain confidentiality and data security
- Use information solely for authorized purposes

- Comply with applicable privacy and data protection laws
- Implement appropriate technical and organizational safeguards

We take reasonable steps to ensure that all third-party vendors meet industry-standard data protection requirements.

### **C. Legal and Safety Disclosures**

We may disclose information when required to do so by law, including:

- Compliance with subpoenas, court orders, or legal processes
- Protection of the rights, property, or safety of students, staff, or others
- Emergency situations requiring immediate disclosure

### **Data Security**

We implement administrative, technical, and physical safeguards designed to protect personal information against unauthorized access, disclosure, alteration, or destruction.

These measures include, but are not limited to:

- Role-based access controls
- Secure data storage systems
- Encryption where appropriate
- Staff training on confidentiality and data protection

Despite these safeguards, no system can guarantee absolute security. Users provide information at their own risk.

### **Data Retention**

We retain personal and student information only for as long as necessary to:

- Fulfill educational and administrative purposes
- Meet legal, regulatory, and accreditation requirements
- Resolve disputes and enforce agreements

When information is no longer required, it is securely disposed of or de-identified in accordance with best practices.

### **Cookies and Tracking Technologies**

Our website may use cookies and similar tracking technologies to improve functionality and analyze usage.

Users may control cookie preferences through browser settings; however, disabling cookies may affect website performance.

### **Third-Party Links**

Our website may contain links to third-party websites. We are not responsible for the privacy practices, security, or content of external sites. Users access such links at their own risk.

### **Children's Privacy**

We collect and process children's information solely for legitimate educational purposes and with parental or guardian consent.

We do not knowingly collect personal information from children through our website without appropriate authorization.

### **Parental and Student Rights**

Consistent with FERPA-aligned practices, parents and eligible students may:

- Request access to student education records
- Request correction of inaccurate or misleading information
- Request limitations on certain disclosures, where applicable

Requests must be submitted in writing using the contact information below. We reserve the right to verify identity before fulfilling such requests.

### **Limitation of Liability**

To the fullest extent permitted by law, STEAM Minds Academy Corp. shall not be liable for:

- Any indirect, incidental, consequential, or punitive damages arising from the use of our website or services
- Unauthorized access to or alteration of personal information beyond our reasonable control
- Interruptions, delays, or failures in data transmission or storage

All services and information are provided "as is" without warranties of any kind, express or implied, including but not limited to fitness for a particular purpose or non-infringement.

### **Indemnification**

By using our website, you agree to indemnify and hold harmless STEAM Minds Academy Corp., its directors, officers, employees, and agents from any claims, liabilities, damages, or expenses arising from your use of the site or violation of this policy.

### **Changes to This Policy**

We reserve the right to update or modify this Privacy Policy at any time. Updates will be posted on this page with a revised effective date. Continued use of our website constitutes acceptance of any changes.

### **Contact Information**

For questions, concerns, or requests related to this Privacy Policy, please contact:

**STEAM Minds Academy Corp.**

2220 E Irlo Bronson Memorial Hwy. Unit: 2

Kissimmee, Florida 34744

admin@steammindsacademy.org

(407)684-5533

### **Compliance Commitment**

STEAM Minds Academy Corp. is committed to maintaining the highest standards of data privacy, security, and ethical stewardship of student and family information, consistent with nonprofit governance expectations and recognized educational privacy frameworks, including FERPA-aligned practices.