

Axiom Mentor Privacy Policy

Effective as of 4/1/2011

Overview

In order to operate the AxiomEducation.us website and the Axiom Mentor Software as a Service ("SaaS"), Axiom Education LLC ("Axiom" or "we") may ask you to provide information about yourself and ways you might be contacted. This Privacy Policy describes the information we collect and how we use that information.

Axiom takes the privacy of your personal information very seriously and will use your information only in accordance with the terms of this Privacy Policy. We will not sell or rent your personally identifiable information or a list of our customers to third parties. This Privacy Policy applies to both the Axiom website and the Axiom SaaS.

Any information you provide will be treated in accordance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (the "EU Data Protection Directive"), and any implementing and/or amending legislation as may be adopted in EU Member States from time to time.

This privacy statement complies with the Safe Harbor framework under the EU Data Protection Directive. In addition, Axiom self-certifies compliance with the Safe Harbor framework to the U.S. Department of Commerce.

If you have questions or concerns regarding this Privacy Policy, you may contact Axiom via the Contact Information at the end of this document.

Information We Collect

There is currently one inquiry form on the Axiom website:

Contact – <http://axiomeducation.us/AxiomEducationContactUs.html>

This requires input of Name and Email address. Optional Institution, Phone and Comments are also requested.

In addition to these forms, Axiom may gather data via other forms from prospective clients that will enable us to address their specific needs in a more targeted manner. This data may include institution size, current status of their assessment efforts, etc.

The Axiom SaaS collects institution faculty/staff information including name and one or more specific contact methods so that people can be reached. This contact information can include phone/cell/pager numbers, email addresses, etc. It is up to individual client institution policy to determine what personal information is to be provided by their employees. The Axiom SaaS application only stores this information for use by authorized individuals within a given client institution and Axiom in no way uses this information for its own purposes.

The Axiom SaaS can be used by the client institution to store any type of documentation, including but not limited to institutional policies, grades data, etc. Control over access to such data resides with the client institution Mentor administrator.

Cookies

When you interact with the Axiom SaaS we strive to make that experience easy and effective. To this end, we utilize cookies when possible with our application. Cookies are files that web browsers place on a computer's hard drive and are used subsequently by the web application that put them there to know what data was saved in the cookie. Cookies can be set to either expire at the end of your browser session (session cookies) or to remain until some expiration date in the future (persistent cookies).

When you login to the Axiom SaaS, you have an option to save your Institution ID as a cookie. If you choose to do this, our web application server sends a persistent cookie to your browser (in this case, to tell us what Institution ID you will be using each time you login). If your web browser is configured so that it will not accept cookies, you will need to enter the Institution ID each time you attempt to login.

The Axiom SaaS application also attempts to maintain your unique user session by means of session cookies. Web applications are inherently stateless – there is no connection that is maintained between the client browser and the server application. Each time a user clicks on a link or a button in our application, data is sent back to our server, processed by our application and a response page is sent back to the user's browser. The way our application knows which user is making which request and where they are in the application is by storing data in variables within the user session on the application server, and a session ID is used to identify the unique session. This session ID is stored in a session cookie if your web browser is configured to accept cookies. If not, the session ID is automatically sent via the URL.

All cookies used by the Axiom SaaS application are encrypted via Secure Socket Layer (SSL) technology to ensure security as this data is transmitted between the application server and your browser.

Server Logs

Web servers maintain log files that show each request and response processed by the server. These log entries contain data including the URL requested and the IP address of the machine making the request. Both the Axiom SaaS and the Axiom website store this log information and we use it for the purposes of analyzing usage and making sure that no requests are being made from suspect locations. This data is only used for internal security purposes.

Auditing

The ability to audit activity within the assessment process is an important aspect of this function. The Axiom SaaS application stores information such as when individuals login and logout of the application, who made specific changes to data and when, who approved changes and when, etc. In addition, all information related to assessment is tracked for audit purposes. This information is accessible to authorized individuals within a given client institution and is not otherwise made available to users outside of that institution.

How We Use Collected Information

Information collected from the Axiom website is only used to facilitate the dialog between Axiom and either current or prospective clients. This information is not shared with outside entities unless otherwise required by law.

Security

Both the Axiom website and the Axiom SaaS have security measures in place to help protect against the loss, misuse, and alteration of the data under our control. When our website or SaaS is accessed, Secure Socket Layer (SSL) technology protects information using both server authentication and data encryption to help ensure that data is safe, secure, and available only to you. Axiom also implements an advanced security method based on dynamic data and encoded session identifications, and hosts both the website and SaaS in secure server environments that use firewalls and other advanced technology to prevent interference or access from outside intruders. Finally, Axiom provides unique user names and passwords that must be entered each time a client logs on to the SaaS. These safeguards help prevent unauthorized access, maintain data accuracy and ensure the appropriate use of data.

Opt-Out Policy

Axiom offers its clients and prospects a means to choose how we may use information provided. If, at any time after registering for information or ordering the SaaS, you change your mind about receiving information from us, send us a request specifying your new choice via the Contact Information at the end of this document.

Accessing and Changing Your Information

You can review the personal information you provided us and make any desired changes to such information at any time by logging in to your account on the Axiom SaaS or by contacting us directly via the Contact Information at the end of this document.

Contact Information

If you have any questions about this privacy statement, Axiom's information practices, or your dealings with Axiom, you can contact us via email at support@axiomeducation.us or call our Help Desk at 203-242-3070 Monday through Friday between the hours of 9am and 5pm ET, or write us at Axiom Education LLC, One Reservoir Corporate Center, 4 Research Drive, Shelton, CT 06484.