

STACC DATA PRIVACY POLICY

Scholastic Testing and Credential Certifications, Inc.

Effective Date: December 10, 2025

Last Updated: December 10, 2025

1. INTRODUCTION

Scholastic Testing and Credential Certifications, Inc. (“STACC,” “we,” “us,” or “our”) provides career-technical and professional credential testing software to educational institutions. We are committed to protecting the privacy and security of student information entrusted to us.

This Data Privacy Policy describes how we collect, use, protect, and disclose student data in connection with our testing and credentialing services.

2. SCOPE

This policy applies to all student data processed through STACC’s testing platform and services provided to educational institutions (“Schools” or “Clients”).

3. DATA WE COLLECT

STACC collects only the minimum information necessary to provide our testing and credentialing services:

Student Personal Information:

- Full name
- Email address

Automatically Collected Data:

- Test responses and submissions
- Test scores and results
- Credential awards and certifications earned
- Test completion dates and timestamps
- System access logs (IP addresses, browser information, access times)

We do not collect Social Security numbers, financial information, biometric data, or other sensitive personal information beyond what is listed above.

4. COOKIES AND TRACKING TECHNOLOGIES

STACC uses session management cookies and similar technologies solely to maintain user login sessions and identify authenticated users during testing sessions. We do not use third-party cookies, analytics tools, or tracking technologies for advertising, marketing, or behavioral tracking purposes.

Session cookies are essential for the functionality of our testing platform and are automatically deleted when you log out or close your browser session.

5. HOW WE USE STUDENT DATA

STACC uses student data solely for the following purposes:

Test Administration: To authenticate students, administer tests, and track test completion. Test security and integrity measures are implemented in accordance with STACC's Examination Manual, which governs proctoring procedures and test administration protocols.

Scoring and Reporting: To score tests and provide results to students and authorized school personnel

Credential Verification: To issue and verify professional credentials and certifications

Communication: To send test-related notifications, credential confirmations, and essential service communications

Service Improvement: To analyze aggregate, de-identified data to improve our testing platform and services

Legal Compliance: To comply with applicable laws, regulations, and valid legal processes

We do not use student data for marketing, advertising, or any commercial purposes unrelated to the provision of our testing services.

6. OUR ROLE AND RELATIONSHIP WITH SCHOOLS

STACC acts as a **service provider** to educational institutions. Schools retain ownership and control of all student data. We process student data only:

- As directed by the School through our service agreement
- As necessary to provide our contracted testing and credentialing services
- In compliance with applicable federal and state education privacy laws

We do not sell, rent, trade, or otherwise disclose student personal information to third parties for their independent use.

7. DATA SHARING AND DISCLOSURE

STACC may share student data only in the following limited circumstances:

With the School: We provide test results, scores, and credential information to authorized school administrators and personnel as directed by the School.

With the Student: Students receive their own test results, scores, and credential information via their registered email address.

With Credential-Issuing Organizations: When students earn professional credentials or certifications, we share necessary information (name, credential earned, date of completion) with the issuing organization or governing body.

Service Providers: We may use trusted third-party service providers (such as hosting providers, email services) who assist in operating our platform. These providers are contractually obligated to protect student data and may use it only to provide services to STACC.

Legal Requirements: We may disclose student data when required by law, court order, subpoena, or to protect the safety of students, staff, or the public.

With Parental Consent: For students under 18, we may disclose information with verified parental or guardian consent where required by law.

We will notify Schools of any legal demands for student data unless prohibited by law.

8. DATA SECURITY

STACC implements reasonable administrative, technical, and physical safeguards to protect student data against unauthorized access, disclosure, alteration, or destruction:

Technical Safeguards:

- Encryption of data in transit using industry-standard TLS/SSL protocols
- Encryption of sensitive data at rest
- Secure authentication and access controls
- Regular security updates and patches
- Automated backup systems

Administrative Safeguards:

- Strict access controls limiting data access to authorized personnel only
- Background checks for personnel with access to student data
- Regular security training for staff
- Documented security policies and procedures

Physical Safeguards:

- Use of secure, SOC 2-audited data centers
- Environmental controls and monitoring
- Physical access restrictions

While we implement strong security measures, no system is completely secure. We continuously monitor and improve our security practices.

9. DATA RETENTION AND DELETION

Active Records: We retain student data for as long as necessary to provide testing services and maintain credential records as required by credentialing organizations and state regulations.

Retention Period: Student test records and credential information are typically retained for duration specified by credentialing requirements to support credential verification and auditing requirements.

Deletion Requests: Schools may request deletion of student data by contacting us at info@staccexams.com. We will delete or de-identify student data within 30 days of a verified deletion request, except:

- Where retention is required by law or regulation
- Where data is necessary to maintain the validity of issued credentials
- Where data has been aggregated and de-identified for service improvement

Upon termination of our service agreement with a School, we will delete or return all student data as directed by the School within 90 days, subject to the exceptions above.

10. STUDENT AND PARENT RIGHTS

Students and parents/guardians have the following rights regarding student data:

- **Access:** Request access to review student data we maintain
- **Correction:** Request correction of inaccurate student data
- **Deletion:** Request deletion of student data (subject to limitations above)
- **Opt-Out:** Opt out of non-essential communications

To exercise these rights, students or parents/guardians should contact their School, which will coordinate with STACC as necessary.

11. COMPLIANCE WITH EDUCATION PRIVACY LAWS

STACC complies with applicable federal and state student data privacy laws, including:

FERPA (Family Educational Rights and Privacy Act): We process student education records only as directed by Schools and in accordance with FERPA requirements.

COPPA (Children’s Online Privacy Protection Act): For students under 13, we collect personal information only with School authorization and do not require students to provide more information than reasonably necessary to participate in testing activities.

State Laws: We comply with applicable state student data privacy laws, including Georgia’s Student Data Privacy, Accessibility, and Transparency Act and similar laws in states where we operate.

12. INTERNATIONAL DATA TRANSFERS

STACC’s services and data storage are located in the United States. Student data is processed and stored on servers within the United States and is subject to U.S. law.

13. CHILDREN’S PRIVACY

Our services are designed for use in educational settings under School supervision. We do not knowingly collect personal information directly from children under 13 without School authorization. Schools are responsible for obtaining any necessary parental consents required under applicable law.

14. ACCESSIBILITY

STACC is committed to providing accessible testing services to all students. We work with Schools and proctors to accommodate students with disabilities, including:

- Extended time accommodations for students with documented needs
- Screen reader compatibility and setup assistance
- Other reasonable accommodations as required by applicable law

Accommodations are coordinated through the School and implemented by authorized proctors during testing sessions. For specific accommodation requests, students should contact their School, which will coordinate with STACC and proctors as necessary.

Technical requirements and detailed testing procedures, including accessibility features and accommodation processes, are set forth in STACC's Examination Manual, which is provided to Schools and proctors.

15. CHANGES TO THIS POLICY

We may update this Data Privacy Policy periodically to reflect changes in our practices or applicable laws. We will notify Schools of material changes at least 30 days prior to the changes taking effect. The "Last Updated" date at the top of this policy indicates when it was most recently revised.

16. CONTACT INFORMATION

For questions, concerns, or requests regarding this Data Privacy Policy or our data practices, please contact:

STACC Privacy Officer

Scholastic Testing and Credential Certifications, Inc.

10 Glenlake Parkway

Suite 130

Atlanta, GA 30328

Email: info@staccexams.com

Phone: (855) 252-8880

For Schools: Please contact your designated STACC account representative or the email above.