Instructional Media Services LLC

Software Privacy Policy

This software privacy policy will help you understand how Instructional Media Services, LLC (IMS) uses and protects the data provided to us when a school/facility requests the creation of an online site by purchasing a subscription to the content. Sites include:

Automotive Technology Online Curriculum
MLR Competency Profile
AST Competency Profile
MAST Competency Profile
Collision Repair and Refinish Competency Profile – Job Sheet Skill Tracking
Unlicensed Assistive Personnel (Nurse Assistant)

We reserve the right to change this policy at any given time, of which you will be promptly updated.

What User Data We Collect

When an account is created within the site the following information is required:

- First and last name.
- Username.
- Password. (Passwords are encrypted after an account is created. Students may change their password in their Profile. They may also use the Forgot Password process. Instructors may also change a student's password.)
- Email address. (This may be a school assigned email address or a personal email address. It may also be a dummy email address. Schools are not required to use the internal Moodle communication system. However, the email address field must contain data in the correct email format for an account to be created.)

Other fields are optional.

- City is an example. Vocational Centers with ascending schools sometimes use this field to help keep track of students.

Why We Collect Your Data

The data listed above is required to create an account that is then used to track each individual student's progress in the curriculum. Account creation allows instructors access to the content and the ability to assess student progress.

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Software Privacy Policy Continued

Safeguarding and Securing the Data

IMS is committed to securing your data and keeping it confidential, including SSL certificates provided by GoDaddy.com where the site is hosted. IMS has done all in its power to prevent data theft, unauthorized access, and disclosure by implementing the latest technologies and software, which help us safeguard all the information we collect online.

Our Cookie Policy

The Moodle Learning Management System uses two cookies which are technically required for the efficient running of the site.

Links to Other Websites

The ATOC website contains links that lead to other automotive technology related websites. If you click on these links IMS is not held responsible for your data and privacy protection. Visiting those websites is not governed by this privacy policy agreement.

Your Personal Data

IMS will not lease, sell, or distribute your personal information to any third parties.

IMS does not collect "sensitive" data about students or instructors.

Student data is retained at the discretion of the instructor and/or school policy. Student and instructor accounts may be deleted at any time by the instructor and/or school policy. It is the responsibility of the instructor or other administrators to reset the curriculum site each academic year or as needed.