

Privacy Policy

Dynamic Works Institute and 5 Minute Countdown™ respect your privacy.

Please read below to see what personal information and/or personally identifiable information we may collect and how we may use and share such information.

Our primary purpose in collecting information is to provide the best possible service to our users. If you have any questions or concerns about our privacy policy, or if there is anything in our Privacy Policy that you do not understand, please contact us at info@dwfs.us

PERSONALLY IDENTIFIABLE INFORMATION

5 Minute Countdown™ is a service of Dynamic Workforce Solutions, d/b/a Dynamic Works Institute (DW). In connection with your use of certain DW and 5 Minute Countdown™ products or services, we will collect personally identifiable information about you when you or your organization provides it to us or if it is collected passively through cookies. We do collect and sometimes share information, such as anonymous statistical or de-identified information, about your visit with companies with which we have partnered.

Through the course of providing access to and use of certain DW and 5 Minute Countdown™ products or services, we may collect or have access to: your name, user name, password, project information, status and/or log domain names, IP address, a processor or device serial number, geo-location data, and/or a unique device identifier.

In addition, if you are using a module of functionality made available by a third party that is not integrated in a DW and 5 Minute Countdown™ product, including, for example, an assessment tool, such third party may collect personally identifiable information from you and/or we may share personally identifiable information with such third party, in each case in order for you to receive such service.

COOKIES

If you are accessing software hosted by DW/5 Minute Countdown™, DW/5 Minute Countdown™ may gather and maintain a record of your internet protocol (IP) addresses, browser type, internet service provider (ISP), your

referring and/or exit pages, operating system, a date/time stamp and clickstream data. DW/5 Minute Countdown™ may use HTML cookies to track information about visitors to DW/5 Minute Countdown™ sites so that we may understand and improve such sites. A cookie is a small data file that is stored on your computer for record-keeping purposes. DW/5 Minute Countdown™ may also link the information that we store in cookies to the personally identifiable information you submit for various purposes such as understanding how you use content and which of its features are most used by you in order to improve your experience. You need to have cookies enabled to use the DW/5 Minute Countdown™ products. DW/5 Minute Countdown™ may use cookies (and/or similar applications) to remember settings, preferences and usage similar to browser cookies but these are managed through a different interface than the one provided by your web browser. DW/5 Minute Countdown™ may employ cookies to provide special content such as video clips or animation or to provide you with customized content or remember the last page you visited, keep track of preferences you specify while you are using our products.

PERSONAL INFORMATION PRACTICES

How is this personal information used? Any personal information that is collected is used to customize your learning experience, to improve our services, to assess and/or communicate your performance with you and/or your school, as applicable.

We may share personally identifiable information with your organization. Facilitators, teachers, and administrators can configure reports based on student information. These reports can be exported to PDF's or spreadsheets. We may also share personally identifiable information with researchers or analysts who have agreed in writing to protect the confidentiality of such information in order for them to prepare white papers or analysis regarding the efficacy of our products or services. No white papers or analysis shared publicly would disclose any personally identifiable information.

Except solely as provided herein, we will not sell, lease or provide any third party personal information collected except as necessary pursuant to a written confidentiality agreement to make one of our products or services available, in connection with a sale or change of control of DW/5 Minute

Countdown™ or any of its assets, or if DW/5 Minute Countdown™ has reason to believe that doing so is necessary to identify, contact, or bring legal action against someone damaging, injuring, or interfering with our rights, property, or users.

If you request that your information be removed or if we no longer need to store it, we will securely destroy, erase, or make the information anonymous or request that your organization securely destroy, erase, or make the information anonymous.

We do not knowingly collect or solicit personal information from children under the age of 13 or knowingly allow such persons to register for an online account or to post personal information on our website. Should we learn that someone under the age of 13 has provided any personal information to or on any of our Websites, we will remove that information as soon as possible.

OPTING-OUT, CORRECTIONS AND CANCELLATIONS

Upon request, DW/5 Minute Countdown™ will or will request that the applicable organization: a) remove you and your personal information and/or personally identifiable information from our database, thereby canceling your registration for use of our products and services; b) correct personal information that you state is erroneous. To request a correction or cancellation, contact Info@dwfs.us . Opting out means you will no longer receive unsolicited email or other content generated through your registration at <http://dynamicinstitute.com> or <http://www.5minutecountdown.com>.

SECURITY

We review our Web security on a regular basis. Information collected from users of our products or services is stored on databases and other servers kept in secure locations under the custody and control of DW/5 Minute Countdown™ or its designees. DW/5 Minute Countdown™ also uses technologies and processes, such as encryption, access control procedures, and network firewalls that are designed to protect such servers. DW/5 Minute Countdown™ makes commercially reasonable efforts to protect such information and to limit its use and disclosure but cannot guarantee that such efforts will be successful. Please note that sending data over the Internet is never completely secure. Although we will endeavor to fully protect your information, we cannot guarantee the

security of the data you transmit to us or allow us to collect, and you do so at your own risk.

OTHER SITES

DW/5 Minute Countdown™ products may contain links to other carefully chosen sites. However, DW/5 Minute Countdown™ cannot be responsible for the privacy practices or the content of such Web sites. You should review the privacy policy of each specific site.

CHANGES TO OUR PRIVACY POLICY

We reserve the right, at our discretion, to change, modify, add, or remove portions of this policy at any time. If our policy changes, we will post a notice on our site.

ACCOUNTABILITY

We have a Privacy Officer for DW/5 Minute Countdown™ who is accountable for our site's compliance to our privacy policy. If you have any questions about our policy, contact us at:

Privacy Officer, Dynamic Workforce Solutions, LLC, d/b/a Dynamic Works Institute

237 South Street
Waukesha, WI 53186

[321-205-1590](tel:321-205-1590)

Info@dwfs.us

Revised August 24, 2015