

# BJU Press Children's Online Privacy Protection Act (COPPA) Privacy Policy, Notice, and Verification of Parental Consent

BJU Press takes great pride in providing exceptional service for our valued customers. In keeping with this commitment, we are dedicated to protecting your privacy and handling any personal information we obtain from you with care and respect as described in our [Privacy Policy](#). This Child's Privacy Policy is designed to answer your questions regarding our privacy policies and principles with respect to children under the age of 13. The Children's Online Privacy Protection Act (COPPA) requires that we inform parents and legal guardians about how we collect, use, and disclose personal information from children under 13 years of age; and that we obtain the consent of parents and guardians in order for children under 13 years of age to use BJU Press Distance Learning Online. Below we explain how we do that for these children. Also, the use of the term *parent*, below, includes legal guardians.

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## What types of personal information do we collect about children?

BJU Press does not knowingly collect information from children at BJUPress.com. BJUPress.com is designed to allow adults to purchase BJU Press products and materials. However, if a parent registers his or her child for [BJU Press Distance Learning Online](#), BJU Press will collect information from the parent about the child in order to provide the child with online access to course content, including video presentations, assessments (online and/or printable PDF), and other educational materials as deemed appropriate and applicable by the course instructor at BJU Press Distance Learning Online. BJU Press will collect the following information from the parent about the child: first and last name and birth date. We collect birth dates in order to validate the age of each child. In addition, the parent will have the option to provide a separate email address for the child. A child's email address will be used only to send the child email communication related to the child's enrollment in BJU Press Distance Learning Online, and a copy of all emails sent to the child will also be sent to the parent's email address. **If a parent does not provide a separate email address for the child, then all email communication related to the child's enrollment in BJU Press Distance Learning Online will be sent to the parent's email address.**

## **How do we use and share the personally identifiable information that we have collected about children?**

BJU Press will use the child's first and last name to register the child for the BJU Press Distance Learning Online courses purchased for the child by the parent. A Welcome Email addressed to the student will then be sent by BJU Press Distance Learning Online to the email address provided for the child. A link in the Welcome Email will direct the child to BJU Press Distance Learning Online where the child will create a profile. Creating a profile requires the child to create a username and password and to confirm his or her first and last name. In addition, the child has the option to upload a Profile Photo. Uploading a Profile Photo is completely optional and subject to the parent's discretion. After logging into BJU Press Distance Learning Online, a child will have the option to update his or her profile and provide the following additional information: a personal biography or "About Me" statement and Account Information, including full name, complete mailing address, and phone number(s). Adding profile information is completely optional and subject to the parent's discretion. BJU Press recommends that children not complete the additional profile information.

The child's information will be used to keep track of course progress and grades earned on online assessments while the child is logged in to BJU Press Distance Learning Online. In addition, the child's first and last name will be displayed in a roster of students who are currently taking the course (Course Members). If the child has uploaded a Profile Photo, the photo will also be displayed in the course roster. Only Course Members can view the course roster.

Course Members will also have the option of clicking on a Course Member's name in the course roster and viewing a higher resolution of the child's photo and the personal biography if it has been updated. A Contact link will also allow Course Members to send messages to other Course Members through the BJU Press Distance Learning Online internal messaging system. A new message notification will be sent to the external email address provided for the child as well as to the parent's email address. The child will need to log in to BJU Press Distance Learning Online to view the message. Course Members will *not* see the child's external email address or additional Account Information, including mailing address and phone numbers.

A child's personal information will only be used by BJU Press Distance Learning Online administrators as necessary to provide services related to the child's enrollment. In addition, we may share a child's personal information with third parties to the extent reasonably necessary to: protect the security of integrity of our sites; to take precautions against liability; to respond to judicial process; or to the extent permitted under provisions of law, to provide information to law enforcement agencies or for an investigation related to public safety.

## **How do we notify and obtain consent from parents for the collection of information from their children?**

BJU Press requires that parents, prior to ordering BJU Press Distance Learning Online courses for their children, review and agree to our terms and conditions, including our Children's Privacy Policy.

By registering a child for BJU Press Distance Learning Online and submitting credit card payment for that, parents indicate agreement with the BJU Press Children's Privacy Policy and authorize BJU Press to collect and use the child's information as described in this policy. Parents who submit payment using check or cash will need to sign and return a statement indicating their agreement with this policy.

**How can parents review, change, or delete personally identifiable information about their children?**

Parents may review, change, or delete their child's personally identifiable information at any time by logging in to the child's account at BJU Press Distance Learning Online. Parents may contact BJU Press Customer Service at 800.845.5731 at any time if they require additional assistance with their child's account. You may also email us at [bjupinfo@bjupress.com](mailto:bjupinfo@bjupress.com). Completely removing the child's information will require the parent to withdraw the child from BJU Press Distance Learning Online.

**How will we notify parents if our Children's Privacy Policy changes?**

Our Children's Privacy Policy may be amended at any time, but will always be made in conformance with applicable law, including applicable provisions of COPPA. For any material changes to our Children's Privacy Policy, we will notify parents who have enrolled their children in BJU Press Distance Learning Online by email.

**How can parents contact BJU Press with questions about our Children's Privacy Policy?**

If you need further assistance, you may email your questions or comments to us at [bjupinfo@bjupress.com](mailto:bjupinfo@bjupress.com). You may also call us at 800.845.5731 or write to us at BJU Press Customer Service  
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