

## Privacy Policy and Terms of Use for Pyramid Online Learning Portal

**PLEASE CAREFULLY REVIEW THE PYRAMIDONLINELEARNING.COM PRIVACY POLICY and TERMS OF USE.**

This Privacy Statement discloses the privacy practices for Pyramid Educational Consultants encompassing the global Pyramid group of companies (hence forth referred to as Pyramid and/or Pyramid Educational Consultants) for the pyramidonlinelearning.com portal. This policy applies solely to the information collected by this website.

This Terms of Use is an abiding agreement between Pyramid Educational Consultants and you the User (you, your, user, student, candidate, supervisee). By using this portal you confirm your acceptance of and agree to be bound by this agreement and all such terms, conditions and notices, including this Privacy Policy.

The purpose of this site is to provide a virtual learning and testing environment for Pyramid Educational Consultants on content related to The Picture Exchange Communication System®, The Pyramid Approach to Education® and other related topics in the field of autism, developmental disabilities, and Applied Behavior Analysis. The Pyramid Online Learning Portal is based on the Moodle Course Management System (<http://www.moodle.org>). Moodle is a free open source software package designed using sound pedagogical principles, to help educators create effective online learning communities. Moodle is distributed under the GNU General Public License. The Moodle platform is hosted on secure servers and administrated both internally and externally.

### Privacy Policy

#### Information, Collection and Use

Pyramid collects personal identifiable and non-personal identifiable information from you when you register on one of our websites, place an order, subscribe to our newsletter, respond to a survey or fill out a form.

The Pyramid Online Learning Portal requires you to submit information which includes, but is not limited to name, postal address, phone number, and email address. In order to enroll in any course that is offered through this portal, this information is required to create an account. An account is needed to have access to all course materials.

#### Sharing information

Pyramid Educational Consultants does not provide your information to third parties. Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other third party for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product order or service requested. The email address you provide may be used for purposes including but not limited to, sending you information and updates pertaining to your registered course, company news, product updates, and service updates for Pyramid Educational Consultants.

#### Registration and Password Policy

All accounts that are created on any of the Pyramid websites including this portal are password protected. In order to access your account, you will need the username and password that you created. You are responsible for keeping your password private. (See further information about registration and passwords under Terms of Use User Account) To reset a forgotten username or password, click on the link "forgot username or password" on the log-in page located at [pyramidonlinelearning.com](http://pyramidonlinelearning.com).

Your account will only be active for the duration of the course for which you are enrolled. If you need any extensions, please contact the site administrator.

## Security Information

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Moodle also has safeguards in place. Feel free to visit their site policy ([https://docs.moodle.org/dev/Moodle\\_security\\_procedures](https://docs.moodle.org/dev/Moodle_security_procedures)).

## Payment Information

Your payment will be processed electronically through a secure payment gateway site, such as Authorize.net, Paypal or one similar. Each Pyramid company around the globe uses a different payment gateway depending on the country that processes the payment. All payment gateways are secure sites that have encryption protocols to keep your personal information secure. Upon checkout, the payment gateway that will process your payment is listed. Feel free to visit the payment gateway site to read their privacy policies. Pyramid is not responsible for any breach in confidentiality that results from a third party site. If you have any concerns or questions, please contact the local Pyramid Operating Company.

## Correcting/Updating Personal Information

If a user's information changes, such as an email address, please update that information in your account. Alternatively, you can contact the Pyramid site administrator for the course in which you are enrolled to update your information.

## Use of cookies

Like most websites, Pyramid uses cookies to enhance your experience, gather general visitor information as determined by Pyramid, and track visits to all Pyramid websites. Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information.

We use cookies to help us gather information at our own discretion.

## Opt-out

Any user who no longer wishes to be enrolled in any course or receive any newsletter or updates, please contact us [onlinelearning@pecs.com](mailto:onlinelearning@pecs.com).

## Notification of Changes

The terms and conditions included in the Privacy Policy and the Terms of Use are subject to change. All changes will be posted here on this document so all users are informed.

## Terms of Use

This portal is for educational purposes only. Information that is uploaded and downloaded shall only be related to the topic of the course. Violation of this will result in disenrollment and possible legal action. All information including but not limited to assessments, checklists, glossary, feedback, and/or PowerPoint slides are the property of Pyramid Educational Consultants. Please abide by all copyright and intellectual property laws.

## User Account

In order to fully participate in all site activities, you must register for a personal account on this site (a "User Account") by providing an email address and a password for your User Account. You agree that you will never divulge or share access or access information to your User Account with any third party for any reason. You also agree to that you will create, use, and access only one User Account and that you will not access the Site using multiple User Accounts.

In setting up your User Account, you may be prompted or required to enter additional information, including but not limited to your name and location. Additional information may be required to confirm your identity. You represent that all information provided by you is accurate, current and complete and you agree that you will maintain and update your information to keep it accurate, current and complete. You acknowledge that if any information provided by you is untrue, inaccurate, not current or incomplete, we reserve the right to terminate your use of the Sites.

Below are the terms of use that govern all Pyramid websites:

- Neither Pyramid nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on these websites for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on these websites is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through these websites meet your specific requirements.
- These websites contain material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- All trademarks reproduced on these websites that are not the property of, or licensed to, the operator are acknowledged or stated on the website.
- Unauthorized use (as determined by Pyramid) of our websites may give rise to a claim for damages and/or be a criminal offense.
- From time to time our websites may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that Pyramid endorses said website(s). Pyramid claims no responsibility for the content of the linked website(s).
- You may not create a link to one of our websites from another website or document without Pyramid's prior written consent.
- Your use of our websites and any dispute arising out of such use are subject to the laws of the applicable jurisdiction.

If you have any questions about Pyramid's Privacy Policy or Terms of Use, please feel free to contact us at [pgmsc@pecs.com](mailto:pgmsc@pecs.com).