

AMERICAN ENGLISH Privacy Policy

Information storage and security

We use industry standard technical and organizational measures to secure the information we store. While we implement safeguards designed to protect your information, no security system is impenetrable and due to the inherent nature of the Internet, we cannot guarantee that information, during transmission through the Internet or while stored on our systems or otherwise in our care, is absolutely safe from intrusion by others.

If you use AMERICAN ENGLISH Cloud Storage Services, responsibility for securing storage and access to the information you put into the Services rests with you and not AMERICAN ENGLISH. We strongly recommend that cloud storage users configure SSL to prevent interception of information transmitted over networks and to restrict access to the databases and other storage points used.

Account information: We retain your account information for as long as your account is active and a reasonable period thereafter in case you decide to re-activate the Services. We also retain some of your information as necessary to comply with our legal obligations, to resolve disputes, to enforce our agreements, to support business operations, and to continue to develop and improve our Services. Where we retain information for Service improvement and development, we take steps to eliminate information that directly identifies you, and we only use the information to uncover collective insights about the use of our Services, not to specifically analyze personal characteristics about you.

Information you share on the Services: If your account is deactivated or disabled, some of your information and the content you have provided will remain in order to

allow your team members or other users to make full use of the Services. For example, we continue to display messages you sent to the users that received them and continue to display content you provided, but when requested details that can identify you will be removed.

Managed accounts: If the Services are made available to you through an organization (e.g., your employer), we retain your information as long as required by the administrator of your account. For more information, see "Managed accounts and administrators" above.

Marketing information: If you have elected to receive marketing emails from us, we retain information about your marketing preferences for a reasonable period of time from the date you last expressed interest in our Services, such as when you last opened an email from us or ceased using your account. We retain information derived from cookies and other tracking technologies for a reasonable period of time from the date such information was created.

Stored Content: You can control access to all content you store in the AMERICAN ENGLISH cloud. This means other users will only be able to see any of your content once you share it, using AMERICAN ENGLISH sharing features.

How to access and control your information

Access and update your information: AMERICAN ENGLISH Services give you the ability to access, update and delete content and certain information about you from within the Service.

Deactivate your account: If you no longer wish to use our Services, you or your administrator may be able to deactivate your Services account. If you can deactivate your own account, that setting is available to you in your account settings. Otherwise, please contact your administrator. Please be aware that deactivating your account does not delete your information; your information remains visible to other Service

users based on your past participation within the Services. For more information on how to delete your information, see below.

Delete your information: AMERICAN ENGLISH gives you the ability to delete certain information about you from within the Service. For example, you can remove content that contains information about you using the key word search and editing tools associated with that content, and you can remove certain profile information within your profile settings. Please note, however, that we may need to retain certain information for record keeping purposes, to complete transactions or to comply with our legal obligations.