

BreezyTA Privacy and Data Policy for School Systems

Last updated: June 14, 2025

This document explains how BreezyTA manages data when used by school districts, schools, and educators. It is written to be clear and practical for K–12 environments. It is not legal advice. Districts should have their counsel review before signing.

1. Purpose and scope

BreezyTA is an instructional content and workflow tool that uses artificial intelligence to help educators plan and deliver lessons. This policy describes how we collect, use, protect, and retain information when a school system creates an account and its personnel use BreezyTA.

This policy applies to:

- District and school administrators who manage BreezyTA
- Teachers, staff, and contractors who use BreezyTA
- Student data only to the extent that staff enter it into BreezyTA

2. Key definitions

Customer content means prompts, uploads, and outputs created by users in your district account. This includes the last 20 prompts and responses stored per user for convenience.

Personal information means information that identifies or can reasonably be linked to an individual. Examples include names, emails, student IDs, and device identifiers.

Sensitive information means student records, health information, Social Security numbers, payment data, and other categories listed in Appendix A.

Subprocessor means a third party that processes data to support BreezyTA. Examples include cloud hosting and AI model providers.

3. Information we collect

We collect and process the following categories of information in order to provide the service:

1. **Account and admin data:** district name, school names, admin contact information, billing contacts, and settings.
2. **User data:** teacher user name, email, login timestamps, and usage events such as feature clicks. We do not collect precise location.
3. **Customer content:** prompts, uploads, and AI outputs. By default we store only the last **20** prompts and responses per user to support continuity and recovery. Older entries are automatically deleted as new ones are created.

4. **Technical data:** device and browser type, IP address at time of login, cookies for session management, and error logs.

We do not sell personal information.

4. How we use information

We use information to:

- Provide the core service and features selected by the district
- Maintain session history for the last 20 prompts and responses per user
- Troubleshoot, detect abuse, and improve reliability and safety
- Provide support to authorized district contacts
- Meet legal and compliance obligations

We do not use customer content to train our own models without written permission from the district.

5. Student information and staff responsibilities

BreezyTA is designed for educator use. It does not require direct student accounts. Staff should treat BreezyTA like any online tool that may process text they provide. Do not enter sensitive student information unless it is essential for the task and allowed by your district policy.

Recommended practices for staff:

- Remove direct identifiers where possible. Use initials or class level rather than full names.
- Do not enter Social Security numbers, financial account numbers, passwords, or health details.
- When in doubt, summarize student context in general terms instead of pasting full records.
- Apply the same care that you use with any other online platform.

6. Compliance

BreezyTA supports district compliance with applicable student privacy laws including FERPA and state student data privacy laws. We act as a school official under FERPA to the extent permitted by the district, using education records only for authorized educational purposes and subject to the control of the district. BreezyTA is not directed to children and does not create student accounts.

If the district requires a Data Protection Addendum or Student Data Privacy Agreement, we will execute one that reflects the terms in this policy. See Appendix B for standard terms.

7. Subprocessors and data transfers

We use reputable cloud infrastructure and AI model providers to run the service. These providers act as subprocessors. We maintain a current list of subprocessors and will provide it to districts upon request. We require each subprocessor to meet security and privacy standards consistent with this policy.

Data may be processed in the United States. If data is processed outside of the United States, we will use appropriate safeguards as allowed by law.

8. Security

We apply administrative, technical, and physical safeguards appropriate for an education technology service, including:

- Encrypted transport for data in motion using TLS
- Encrypted storage for customer content at rest
- Role based access controls with least privilege
- Logging and monitoring of production systems
- Regular backups and disaster recovery procedures
- Employee confidentiality agreements and required training

No security program can guarantee perfect protection. We will notify the district without undue delay if we become aware of unauthorized access to personal information and will share available facts, likely impact, and steps we are taking.

9. Data retention and deletion

- **Session history:** By default we retain only the last 20 prompts and responses per user. Older entries are deleted automatically.
- **Account data:** Retained for the life of the contract and as needed to meet legal obligations such as tax and audit.
- **Customer content:** District administrators may request deletion of specific content or of all content for their tenancy. We will complete deletion requests in a reasonable time frame and confirm when finished.
- **Backups:** Deleted items may persist in encrypted backups for a limited period and are removed on a rolling schedule.

10. Access, correction, and export

District administrators can request access to personal information and customer content associated with their tenancy, ask for corrections, and request exports in a common format. We will verify the requester and respond within a reasonable time.

11. District choices and controls

- **Limit or disable history:** Upon written request, we can limit or disable storage of the last 20 prompts and responses for some or all users in a district, with possible impact on convenience features.
- **Approved prompts:** Districts may provide approved prompt templates that avoid inclusion of sensitive data.

12. Responsible use of AI

AI can produce mistakes or biased results. Staff should review outputs before use, verify facts, and adapt content for their students. Do not rely on AI outputs for critical decisions about students. Use approved district curriculum standards when evaluating content quality.

13. Cookies and similar technologies

We use essential cookies to maintain secure sessions and preferences. We do not use cookies for targeted advertising.

14. Changes to this policy

We may update this policy to reflect improvements or legal requirements. If changes are material we will notify the district admin contact at least 30 days before the change takes effect unless law or security requires a faster timeline.

15. Contact

Questions or requests, including deletion or export requests:

BreezyTA Privacy Team

Email: breezy@breezyta.com

Mailing address: 1157 Dragonfly Way. Watkinsville, GA 30677

Appendix A. Sensitive data guidelines

Staff should avoid entering the following into BreezyTA unless clearly permitted by district policy and essential for the instructional purpose:

- Social Security numbers or government ID numbers
- Full dates of birth beyond what is necessary for grade level context
- Financial account numbers and payment card details
- Health and medical information, including disability status and diagnoses
- Authentication secrets such as passwords or recovery codes
- Precise home addresses or geolocation information
- Detailed discipline records or individualized education program documents unless summarized at a high level
- Any other category that district policy designates as restricted

If sensitive details must be referenced, use the minimum necessary and de identify where possible.

Appendix B. Standard data protection terms

- BreezyTA processes personal information as a school official under the direct control of the district for authorized educational purposes.
- BreezyTA will not sell personal information and will not use customer content for advertising or for training its own models without written permission from the district.
- BreezyTA will ensure that subprocessors are bound by written terms that provide at least the same level of protection.
- BreezyTA will notify the district of any confirmed incident involving unauthorized access to personal information without undue delay and will cooperate with the district on required notifications.
- Upon termination or expiration of the contract, BreezyTA will delete customer content within a reasonable time and provide written confirmation upon request, subject to required legal retention.

Appendix C. Translation and language support

When staff use translation features, BreezyTA processes only the text provided and returns translated content. Staff should follow the same care for privacy when submitting text for translation as they do for any other use of the service.