



Colorado Career Advising: School Privacy Policy & Terms and Conditions Packet

Colorado Career Advising Tool is a branded version of IndigoPathway by Indigo Education Company in partnership with the Colorado Department of Education.

The Colorado Career Advising Tool pairs with Colorado Education Initiative's Meaningful Career Conversations Trainings.

For questions or more information, please contact
info@coloradocareeradvising.com.



Table of Contents

Important Note:

Indigo Education Company (Indigo or IEC), the legal company name, offers a variety of products including the IndigoPathway survey, IndigoPathway platform, and all other related IndigoPathway resources. Colorado Career Advising (CCA), the CCA Tool, and CCA resources are versions of IndigoPathway with customized branding. Any information mentioning Indigo Education Company (Indigo or IEC) or IndigoPathway (IP) in this document also applies to CCA.

For all external resources linked on the Indigo Education Company, IndigoPathway, or Colorado Career Advising sites, please visit their respective websites for information on their data sharing policy, privacy policy, and terms and conditions.

- **Welcome Letter**
- **Privacy Policy At-a-Glance**
- **Privacy Policy & Terms and Conditions**
- **Permission Slip**
- **Resources - Complimentary CCA Tool Survey Link for educators and parents, Family Guide, and more**
- **Contact Information**



Dear Educators, Advisors, Administrators, and Family Members,



We extend a warm welcome as you embark on your journey with Colorado Career Advising. In our commitment to providing valuable resources and tools for education, we are dedicated to ensuring your students' privacy, data security, and compliance with the highest standards.

Our privacy, data sharing, and terms and conditions packet have been thoughtfully designed to cover every aspect of this commitment. It includes information that helps you understand how we handle data, our policies for data sharing, and the terms and conditions of using our services.

In this packet, you will also find an opt-out permission slip designed to allow parents and guardians to make informed decisions about their child's data privacy.

We want to reassure you that our practices are in full compliance with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the General Data Protection Regulation (GDPR), and the Personal Information Protection and Electronic Documents Act (PIPEDA). These regulations are the cornerstones of student data protection and privacy, and we take them seriously.

As you explore the contents of this packet, please feel free to reach out to our dedicated support team if you have any questions or require further clarification. Your trust and the safety of your students' data are of utmost importance to us.

Thank you for choosing the Colorado Career Advising Tool, and we look forward to a productive and secure partnership as your students explore postsecondary and career options.

Sincerely,

A handwritten signature in cursive script that reads "Sheri A. Smith".

Sheri Smith
Founder & CEO

The Colorado Career Advising Tool by Indigo Education Company
sheri.smith@indigoproject.org
info@coloradocareeradvising.com

Privacy Policy At-a-Glance

Indigo Education Company Data Sharing and Privacy Policy

How is the information you provide used or shared by Indigo and their authorized sub-contractors?

In our commitment to providing valuable products and services, Indigo Education Company is dedicated to ensuring your privacy, data security, and compliance with the highest standards. Our privacy, data sharing, and terms and conditions have been thoughtfully designed to cover every aspect of this commitment.

Indigo's products and services are designed to inform and educate and are not intended to serve as professional advice for the purposes of hiring, firing, discriminating, or otherwise harming the reputation of any employee, student or any individual. We recommend consulting qualified professionals for guidance.

As you explore our full Privacy Policy, Terms and Conditions, and other related policies, please feel free to reach out to our dedicated support team if you have any questions or require further clarification. Your trust and the safety of your data are of utmost importance to us.

- Our data practices and management are compliant with FERPA guidelines (see www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).
- Our data practices and management are compliant with COPPA guidelines (see ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa).
- Our data practices and management are compliant with GDPR guidelines (see gdpr.eu/what-is-gdpr/).

- Our data practices and management are compliant with PIPEDA guidelines (see priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/pipeda_brief/) for applications in Canada.
- Your survey responses will be used to make interpretations of your behaviors and motivators. These interpretations are provided directly to you in the form of your survey report and will also be available to those in your organization who are authorized to see the data.
- For the purposes of aggregate data analytics, your data may be included anonymously (without personally identifiable information [PII]) in statistical reports or studies.
- Your email address will not be used for any purpose other than to communicate results, Colorado Career Advising related activities, or updates, and will never be shared externally without prior written consent.

Full Privacy Policy & Terms and Conditions

For easy access to our complete Privacy Policy, Terms and Conditions, and Cookie Policy, please visit ColoradoCareerAdvising.com. Links to the Privacy Policy and Data Sharing page can be accessed through a link in the footer or directly through this link ColoradoCareerAdvising.com/data-sharing-and-privacy-policy.

Privacy Policy:

app.termly.io/document/privacy-policy/4f452e66-0cfd-4769-8deb-f23323d17a76

Terms and Conditions:

app.termly.io/document/terms-of-use-for-saas/689a9f4b-7b23-4d4c-b833-f8b85ed57bdf#userreps

Cookie Policy:

app.termly.io/document/cookie-policy/1ddef83d-b795-4cc8-924d-99aa99830220

Disclaimer:

app.termly.io/document/disclaimer/c5e1b88f-4772-481c-91f6-43f104c8eb08

Acceptable Use Policy:

app.termly.io/document/acceptable-use/fa32afcc-e9d9-45ca-bf83-4bddd09dcb5a

Opt-Out Permission Slip

For full transparency with parents and guardians of students in your school or organization, we provide a templated Opt-Out Permission Slip for your convenience. The letter and attached permission slip succinctly explain the purpose of the Colorado Career Advising Tool and its related resources. This allows parents and guardians the opportunity to review the CCA Tool and make an informed decision regarding their student's participation.

It's important to note that not all schools require a permission slip. Therefore, please adapt this document to align with your organization, school, or district's specific policies and requirements. Your customization will ensure that it accurately reflects your institution's approach to using the CCA Tool.

[Date]

Dear Parent(s)/Guardian(s),

The process of selecting a post-secondary education or career path can be a daunting challenge for our students. We understand the importance of making informed decisions that will shape their future, and we are committed to providing them with the necessary tools and guidance.

We are excited to introduce you to the Colorado Career Advising Tool (CCA), which plays a crucial role in helping our students make informed choices about their educational and career journey. Results from a short survey will allow students to identify their strengths, interests, and career preferences. By aligning their unique attributes with their aspirations, the CCA Tool empowers our students to navigate the complex terrain of post-secondary education and career planning.

Your student will take the CCA Survey on [date] during their [title] class. After completing the 7-minute survey, your student will be directed to their personalized results on the CCA Tool platform where your student will have the option to share their results with you, teachers or advisors, and friends. The objectives of the CCA Survey and Tool are to help students:

1. Identify strengths and personalized insights.
2. Discover personal Motivators and how to incorporate these into career and life goals.
3. Learn about inherent behaviors and learn related communication strategies.
4. Explore postsecondary and career options based on your student's personalized results. Use this as a launching pad to create a post-secondary plan (ICAP).
5. Set goals for the future (ICAP).
6. Access valuable resources for students and families.

To learn more about the CCA Tool and its offerings, we encourage you as the parent or guardian to take the short survey and explore the Tool yourself. Please visit ColoradoCareerAdvising.com to take the Adult Survey and download the *Family Guide* found on the Resources page of the CCA website to spark a conversation with your student.

Sincerely,

Teacher/Educator/Advisor Name
Teacher/Educator/Advisor Contact

OPT OUT of the Colorado Career Advising Tool

This is an OPT-OUT PERMISSION SLIP.

Please sign and return this form if you do NOT want your student to participate in the Colorado Career Advising Survey & Tool, activities, or resources. Please return this form before [Date] if you do not want your student to participate.

I, _____, do NOT want my student,
_____, to participate in the
Colorado Career Advising Survey, Tool, or complementary activities.

Parent/Guardian Signature

Date

Resources

A selection of free resources from Colorado Career Advising are provided below. Additional resources can be found at ColoradoCareerAdvising.com/resources.

CCA Student Survey:

indigopathway.com/survey/?org=k39b9i5ps4r&link_login=1348a379-c858-4c9e-bc08-696756962f20



CCA Adult Survey:

indigopathway.com/survey/?org=bf70pcbg9ha&link_login=136ad18c-ce11-4b03-b0f3-4037e34fc62f



CCA Family Guide: Found on the Resources page of the CCA website, ColoradoCareerAdvising.com/resources, or directly at this link ColoradoCareerAdvising.com/_files/ugd/f9dd0d_a724fb2206924c7199aaa9c5a9d47932.pdf

CCA Tool Trainings: To learn more about navigating the CCA Tool with your students or advisees, please attend our 75-minute Zoom training. For more information and to register, visit ColoradoCareerAdvising.com/navigating-the-colorado-career-advising.

Contact

For general information, please email info@coloradocareeradvising.com or complete the Contact form on the ColoradoCareerAdvising.com website.

To contact Sheri Smith, Indigo Education Company Founder & CEO, directly please email sheri.smith@indigoproject.org.

We trust that both you and your student will discover the benefits of the Colorado Career Advising Tool. Please know that safeguarding your student's privacy remains our top priority. If you have any questions or concerns, we are here to provide answers and engage in discussions. Thank you for your trust and participation.



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