

Wixie Security Incident Notification Policy

Policy Statement:

In the event of a confirmed security or data breach involving the unauthorized acquisition, access, use, or disclosure of **Personal Information** (as defined in the Wixie Privacy Policy) under the control of Tech4Learning, Inc., prompt notification will be provided to the impacted Licensing Organization(s).

Notification Procedures:

1. **Notification Recipients:** Notification will be made directly to the designated **Licensing Organization Account Administrator(s)** on file for the affected organization.
2. **Notification Method:** Notification will be delivered via **email** to the administrative email address(es) associated with the Licensing Organization's account.
3. **Timing:** Notification will be provided to the Licensing Organization Account Administrator(s) **within two (2) business days** of confirming a security or data breach. This timing is subject to any delay required by law enforcement or necessary to take measures to determine the scope of the breach and restore the reasonable integrity of the system.
4. **Notification Content:** The notification email will include, at a minimum, the following information, to the extent known:
 - A description of the nature of the breach.
 - The type(s) of Personal Information involved.
 - The approximate date of the breach.
 - Actions Tech4Learning has taken or is taking to address the breach and mitigate further risk.
 - The contact information (including email and phone number) for a Tech4Learning representative who can provide additional information and assistance.
5. **Organizational Responsibility:** The Licensing Organization's Account Administrator is responsible for disseminating the breach information internally to the affected users, schools, or boards, as required by law or the organization's internal policies.