



# Family Privacy Kit

## Welcome to Spaces!

Spaces is a web and mobile application that makes it easier for teachers and students to capture, communicate, and reflect on learning that's happening in their classroom.

As a family member, you will have the opportunity to get a "desk-side" view of the classroom where you can see students' work, comment on progress, and communicate with teachers. You can quickly and easily log in with your smartphone, tablet, or personal computer and see what the student in your life has been working on at school.

We're looking forward to supporting your child's education and we want to be upfront about our commitment to your family's safety and security when using our platform.

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Please feel free to contact our Privacy Office.

### Email

privacy@spacesedu.com

### Mail

Spaces  
168 Bedford Rd  
Toronto, Ontario  
M5R 2K9

# Our Privacy Pledge

Adopting Spaces in your class? Here are some tips for promoting safe behavior in your class.

## **You and your child will not be advertised to**

We do not use personal information of family members of K-12 students for any marketing or targeted advertising.

## **Your child will always own their work**

We do not own you or your child's personal information, your uploaded files, your reflections, or your messages.

## **You and your child have the right to be forgotten**

When you delete your account, we will delete data and files associated with your account. We delete student accounts that are inactive after 18 months.

## **You and your child's data will never be sold**

We do not share or sell personal information to anyone for any reason. Period.

## **Your child's classroom is private by default**

Every new Spaces classroom starts with private student workspaces. Based on how Spaces will be used in your classroom, teachers can choose to open up student work to family members and other students for class discussions.

## **Your child's data is secure**

We store data in a highly-secure Microsoft Azure datacenter. Microsoft Azure provides industry-leading compliance and privacy certifications to keep student data in Spaces safe.

# Frequently Asked Questions

## How is my child using Spaces?

Students are able to document their learning by uploading multimedia (photos, audio, video, and text) to a class workspace shared with their teachers. Their teacher may also allow them to share their work with their classmates.

## Where do I find your privacy policy and terms of service?

You can review our Privacy Policy and Terms of Service at any time on the footer of our website at [spacesedu.com](https://spacesedu.com).

## Who can see a student's portfolio?

Class visibility is customized for each class. By default, only the student and their teacher can see student work. Depending on how teachers intend to use Spaces in the classroom, they may invite family members to view a student's work or they may invite other students and educators to view a student's work.

## Where is student data stored?

Spaces stores student data on highly-secure datacenter and server hosting through Microsoft Azure. Microsoft Azure provides industry-leading compliance and privacy certifications to keep student data in Spaces safe. Azure also offers global datacenters to help ensure we are able to meet local data residency needs.

## How long is student data stored?

Student data will be stored so long as a student is actively using their Spaces account. We delete student data and accounts after 18 months of inactivity.

## How can a student delete their data?

If you, as a student's legal parent or guardian, want your child's Spaces account to be deleted during the school year, we recommend speaking with their teacher first. If any content, assessments, or evaluations are being delivered through Spaces, teachers will need to provide alternative assignments or communication platforms. When you're ready to have your child's account deleted, our support team can facilitate this process. Please contact [privacy@spacesedu.com](mailto:privacy@spacesedu.com). If you have a Family Account, you can delete it at any time from your Account Settings.