

Intel® Teach Program
Course Management Tool

Personal Data Collection

Who has access to my information?

- You have access to view and edit information in your personal profile: we rely on you to keep your information current so we can support you in your role.
- Any user above you in the hierarchy that you are affiliated with has access to view your personal profile. This is necessary to support you (*example: Master Teacher (MT) information is viewable by their Local Education Agency (LEA), by their Intel Teach Affiliate (ITA), by the National Training Agency (NTA), and by the System Administrator (SA, Intel® Teach Customer Support).*)
- You and the SA are able to edit your information (the SA will only edit your information if you request them to).

What information do we collect and why?

We collect information from you to support implementation of the Intel® Teach Program. All information is optional unless indicated as ***required**.

Note: Master Instructor (MI) below = Master Teacher or Master Leader. Senior Instructor (SI) = Senior Trainer or Senior Leader.

Information (Role collected for)	Entered by	Rationale
When a new user is added to the system, the administrator who adds them provides the following information to establish the account:		
Name* and email address* (All users)	<ul style="list-style-type: none"> • For an MT, usually the LEA (could be the ITA) • For an LEA, another LEA user, the ITA, NTA, or SA 	MTs: Your name is retained for record of participation / certification
Shirt Size* (MI and SI)	<ul style="list-style-type: none"> • For an MT, usually the LEA (could be the ITA) • For the ST, their ITA 	We ask for your shirt size because we provide shirts during training and need to order correct sizes.
After a new account is established, the new user receives an email (at the email address entered above), providing a user name and password. When the new user logs in for the first time, they are required to enter the following *required information and may choose to enter any optional information. Users may edit their own profile at any time.		
*Address, Line 1 Address, Line 2 *City County *State *Zip/Postal Code Country (US) (All users)	User	We collect your address to ship program-related materials (such as curriculum and curriculum updates) to you.

*Phone Number (All users)	User	Our Customer Support team uses your phone number as needed to confirm shipping or course details with you.
Fax (All users)	User	Fax is used, if provided, as an alternate method of communication.
*Primary E-mail (All users)	User	Email is used for communications related to program participation (information on your training, updates to courses and resources, resource outages, support for you)
Secondary E-mail (All users)	User	Secondary email is used, if provided, as an alternate method of communication.
Secondary Address (Home, School, or Other) Address, Line 1 Address, Line 2 City County State Zip/Postal Code Country (US) Phone Number Fax	User	If provided, we use this address as a secondary means of shipping materials.
Want ECU Credits (MIs)	User	This notifies your LEA or ITA to provide you with information on receiving credits.
*School Name (MI and SI)	User	LEAs need to know which of their schools have MTs and which need them. Also, Customer Support, LEAs, and ITAs often receive requests from teachers who would like to be PTs. Finding MTs in their school is helpful.
*Subjects Taught (MI and SI)	User	We ask for your subject(s) taught because we use this information in aggregate (not connected with your name) to understand how the program is serving educators. We also may, if you have opted-in to receive marketing communications, notify you of new programs or resources that support your subject area.
*Grade Level (MI and SI)	User	We ask for the grade level you teach because we use this information in aggregate (not connected with your name) to understand how the program is serving educators. We also may, if you have opted-in to receive marketing communications, notify you of new programs or resources that support your grade area.
Gender (MIs)	User	We will use this information, if provided, in aggregate to understand how the program is serving educators.
Checkbox: "Yes, I would like to receive program related updates and opportunities" (LEAs and MIs)	User	If you select "opt-in", we will send you communications about resources and opportunities offered by Intel® Education. You may later opt-out by unselecting the check in the "opt-in" box.