

Privacy Policy for Indigo Water Group

This privacy notice discloses the privacy practices for Indigo Water Group. This privacy notice will notify you of the following:

1. What personally identifiable information is collected from you through the website and our learning management system (LMS), how it is used, and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect you from the misuse of your information.
4. How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

We are the sole owners of information collected through our website or through our iSpring learning management system (LMS). We only have access to and collect information that you voluntarily give us via e-mail, completing forms on our website or through the iSpring LMS, or other direct contact from you. We will not sell or rent this information to anyone. iSpring is a separate entity with its own privacy policies and procedures for protecting sensitive data.

If you subscribe to our e-mail list, your contact information including your name, company name, e-mail address(es), mailing address(es), and telephone number(s) will be stored and managed by Constant Contact. Constant Contact is a separate entity with its own privacy policy and procedures for protecting sensitive data. We include an unsubscribe link in all of our marketing e-mails. You can unsubscribe at any time by using the link or by contacting us directly at info@indigowatergroup.com or 303-489-9226 and asking us to remove you from our mailing list.

If you purchase services or on-line training classes from us, your contact information may be stored in five locations: 1) within our iSpring LMS, 2) within our off-line accounting software – Quickbooks, 3) within our Microsoft Outlook 365 server account, 4) within our company DropBox account, and 5) within backup files at Carbonite.com. Contact information includes your name, company name, e-mail address(es), mailing address(es), and telephone number(s). This information is used for billing purposes and for reporting course completion data to state agencies. If we have trouble processing an order or reporting your course completion data, we may use this information to contact you.

We use two services for processing credit cards: Paypal and Square. Each of these services has their own privacy policies and procedures for keeping card data secure. We do NOT store credit card information. When credit card information is provided to us by telephone for the purpose of paying an invoice or purchasing on-line training, the information is used solely for that transaction and is immediately destroyed.

Cookies

We use “cookies” on this site. A cookie is a piece of data stored on a site visitor’s hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not need to log in a password more than once, thereby saving time while on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

Course Completion Data

We offer two types of training classes – in-person and on-line. We maintain electronic copies of sign-in sheets for in-person courses. Sign-in sheets include your name, operator ID number, and signature or initials. We are required by the State of Colorado to keep copies of sign-in sheets for a minimum of six years. For on-line courses completed through the iSpring LMS, we maintain records of the following information: dates and times you logged into the system, dates and times you logged out of the system, time to complete a course, course completion dates, and quiz results. We maintain this information within iSpring indefinitely as required by multiple state agencies.

For both in-person and on-line classes, we upload course completion data to various State agencies including Ohio EPA Biz and the Colorado Certified Water Professionals Portal (CCWP). Uploaded data includes your name, operator ID number, and course completion date.

If your employer purchased on-line training classes for you, they may have designated a person at your organization to run reports within the LMS. These reports allow them to see which courses you've completed, the date they were completed, the amount of time it took to complete the course, and how you performed on course quizzes.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us at info@indigowatergroup.com or 303-489-9226:

1. See what data we have about you, if any.
2. Change/correct any data we have about you.
3. Have us delete any data we have about you unless we are required by law to maintain it.
4. Express any concern you have over the use of your data.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately by telephone at 303-489-9226 or info@indigowatergroup.com

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy policies of other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.