



BOOK CREATOR

(<https://bookcreator.com/>)



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Book Creator has achieved full certification from [iKeepSafe.org](https://ikeepSAFE.org) (<https://ikeepSAFE.org>), of compliance with COPPA, FERPA, California Education Code 49073.1 and SOPIPA. This is the most secure level of certification available for educational technology products.





(<https://studentprivacypledge.org/privacy-pledge/>)

Privacy Policy

For US users

This policy is for users of Book Creator in the US. We have chosen to provide a US specific policy so that we can refer to legislation such as COPPA and FERPA, whereas the [non-US policy \(/pp-row\)](#) is written in the language of GDPR. Your rights and data privacy are equivalent across the policies, and the features and behaviour of Book Creator are consistent across geographies. We just wanted to make the policy easier to read!

Book Creator is run by **Tools for Schools, Inc.** (we, us, our) and we collect and use information in order to run and manage Book Creator. This policy sets out how we do this and applies to anyone who uses Book Creator, whether by uploading book content or creating and using an account. Please read it carefully and if you are under 13, please ask a parent or guardian to read it for you.

Who do we collect information from?

We may collect information from teachers, parents, family members, guardians and students who create an account with Book Creator or upload content to Book Creator. We might also collect anonymous information about users before accounts are created or content is uploaded.

What information do we collect about you?

We may collect the following personal data about you:

- Your name, email address, a password and the school that you are from. You provide this information when you sign up for a Book Creator account.
- Information you choose to send to us, for example in an email.
- Any other personal data that you upload as book content. This may include:
 - text which includes information about you;
 - a video or photo which shows you; and/or
 - audio files which include information about you.
- Some technical information about how you use Book Creator, for example the type of device you are using, your operating system, IP address, uniform resource locator (URL), clickstream and length of visit.

- If you sign into Book Creator using a Google or Office 365 account, we will receive your full name and profile picture from your account provider.
- Sometimes we might be given personal data about you by someone else who is using Book Creator. For example, someone might upload a photo of you to one of their books. It is that person's responsibility to make sure that you don't mind them doing this.

We will only collect the minimum data necessary to run and manage Book Creator.

How do we use your information?

We use information about you to:

- provide Book Creator and make sure you can use it properly and effectively;
- manage and administer your account and the books that you create;
- respond to any questions, requests or complaints we receive from you;
- communicate with you about Book Creator if we need to;
- investigate potential illegal activities on Book Creator;
- analyse use of Book Creator; and
- to improve Book Creator.

We will never use your information to target advertising at you based on your behavior. We will not build a personal profile of you other than for supporting authorised educational or school purposes, or as authorised by you (or by a parent or guardian if necessary). We also won't use your information for any purposes except those above without letting you know and getting your permission if necessary.

If you are a teacher or school we will work with you as far as we are legally able to accommodate your directions regarding our treatment of personal data belonging to your students, recognizing that the school may be in control of personal data relating to its students.

This includes adhering to a school's requests after Book Creator is no longer in use by a teacher or the school or after this policy is terminated or expires in relation to transfers of students' personal data, deleting students' personal data and making sure that any third parties that work in connection with Book Creator do the same, in each case subject to our legal requirements regarding the use, storage and transfer of such data. You can also request that we provide you with written confirmation of the deletion of your data.

For U.S educational institutions we will work with you to ensure mutual compliance with the Family Education Rights and Privacy Act (FERPA). FERPA is a Federal law that protects personally identifiable information in students' education records from unauthorized disclosure. It affords parents the right to access their child's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. As a parent you may request to access or review your student's records at anytime by contacting your child's school directly.

Who do we share your information with?

We don't sell your information.

We don't share your information except:

- with third party service providers, such as hosting providers or an email service, so that they can provide services to us. In cases where we share student personal data with these third parties they will be obligated to comply with the commitments in this policy. We maintain a list of these [third party service providers](https://intercom.help/bookcreator/en/articles/3569521) (<https://intercom.help/bookcreator/en/articles/3569521>).
- if we have a legal obligation to disclose the information (for example, if a court orders us to).

- if another company buys our company, or if we go insolvent, or if we merge with another company, in which case the company that receives your information will protect the information in the same way we do. If we transfer our obligations under our terms of use to another company, this may mean that we need to transfer your personal data to that company. We will contact you to let you know if we plan to do this. If you are unhappy with the transfer you may contact us to end your contract with us within 30 days and if you do so, we will not transfer your data to that company.

Other people might be able to see book content that you create, as well as your name, if they are invited to view the books. For educational usage it is the teacher's responsibility to invite people to view books. People will be invited by a private link so the information cannot be viewed publicly unless someone chooses to make it public. Published books can be removed at any time by the teacher through Book Creator.

All information collected through Book Creator is stored in Google Cloud and hosted in the USA. We take reasonable steps to protect your personal data when it is transferred to Google Cloud. We have signed EU model contract clauses with Google. This means it safeguards your personal data appropriately. You can see a copy of the [model contract clauses](https://cloud.google.com/terms/eu-model-contract-clause) (<https://cloud.google.com/terms/eu-model-contract-clause>).

Information about other people

Sometimes you might want to upload information about other people to Book Creator as part of book content you create, for example, a photo or audio recording of someone else. Please do not do this unless you have that person's consent (or their parent's or guardian's consent, if applicable).

Security

We have strict security measures in place to try to protect your information and make sure that it is not lost, damaged or accessed by anyone who should not see it. Your data is transmitted securely over SSL and stored in Google Cloud using Google's security

model – <https://cloud.google.com/security> (<https://cloud.google.com/security>).

Additionally, we conduct regular security audits on these services and access to this data is restricted to only authorized employees of Tools for Schools with suitable training and background checks.

In the unlikely event of an unauthorized disclosure of your data we will notify you by email (or by telephone where possible) and act in accordance with our legal requirements to resolve such disclosure and prevent any future unauthorized disclosure.

Your rights

You can ask us for a copy of your personal information and we will try and send this to you as soon as possible (but within one month of receipt of the request).

You can also ask us to correct any information we hold about you that is inaccurate.

You can also ask us to delete your account and all associated personal data at any time.

You can also ask us to restrict our processing of your account (which means that we will only store your account data and not do anything further with it) in certain circumstances, such as where you think your account data is inaccurate and we need time to verify the data.

If you would like to exercise any of these rights, please email us at info@bookcreator.com (<mailto:info@bookcreator.com>).

Deleting information

We don't keep your information for longer than we need to for the purposes listed in this policy.

We will only keep your information for as long as your account is open and you can ask us to delete your account and all associated personal data at any time.

We have the right, after notifying you to delete any books and information stored on bookcreator.com if you haven't used your account for over 12 months. You can download books at any stage and it is your responsibility to download books if you do not want to lose that content.

Cookies

Book Creator uses cookies to distinguish you from other users. The cookies we use are "analytics" cookies. These allow us to recognise and count the number of users we have and to improve Book Creator and your experience of using it. We may also use functionality cookies to recognise you when you use Book Creator. Some cookies are also used because they are necessary for the performance of Book Creator, for example cookies that allow you to log into Book Creator.

You can block cookies through your browser settings, but if you do you might not be able to use Book Creator properly.

Most cookies used expire when you close your browser, but some are stored for longer than this, for example cookies we use to remember your app settings.

Changes to this policy

From time to time we may need to change this policy. We will not reduce your rights under this policy, use your data for purposes not covered by it, or lessen the security of your data without your consent. We will post any changes within the policy, so you should check the policy regularly for any changes. If the changes are significant we will provide a more prominent notice within Book Creator and will provide you with advance notice of the changes by email.

Contact information

Should you have any questions relating to this policy, please contact us at info@bookcreator.com (<mailto:info@bookcreator.com>) or alternatively in writing at Tools for Schools, Inc., 1321 Upland Dr., Suite 8524, Houston, TX, 77043, USA, or by phone on +1 (877) 366-5116.

For US customers you may also directly contact the iKeepSafe COPPA Safe Harbor program at COPPAPrivacy@ikeepSAFE.org (<mailto:COPPAPrivacy@ikeepSAFE.org>).

Effective date: 19th April 2018

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pp.bookcreator.com/?utm_source=website&utm_medium=link&utm_campaign=referral

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About us

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Book Creator in the classroom

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Community

[Book Creator Ambassadors](#) ([/ambassadors](#)).

[Facebook group for teachers](#)

(<https://www.facebook.com/groups/bookcreator/>

[Google Certified Innovators](#) ([/google-certified-innovators/](#)).

[Apple Distinguished Educators](#) ([/ade/](#)).

Since 2011, Tools for Schools has committed to working alongside educators to help students thrive. Education is changing. Book Creator offers a simple way to infuse creativity throughout the curriculum, motivating students to become published authors and helping them develop future-ready skills.



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(<https://studentprivacypledge.org/privacy-pledge/>).

Terms of Service

1. Information about us and these terms

1.1 **Who we are.** We are Book Creator, which is a trading name of Tools for Schools Limited, a company registered in England and Wales. Our company registration number is 08422231 and our address is 31 – 34 High Street, Bristol, BS1 2AW, United Kingdom.

1.2 What these terms cover. These are the terms and conditions on which we supply 'Book Creator' (which we refer to as Book Creator throughout these terms) to you.

1.3 Why you should read them. Please read these terms carefully before you use Book Creator. These terms tell you who we are, how we will provide Book Creator to you, how both you and we may change or end the contract between us, what to do if there is a problem with Book Creator and other important information. If you think that there is a mistake in these terms please contact us to discuss.

1.4 Your privacy. We only use any personal data that we collect through your use of Book Creator in the ways set out in our Privacy Policy.

1.5 Apple's terms. If you download Book Creator from Apple's App Store please be aware that Apple's rules, terms and policies for the App Store will also apply. If there are differences between these terms and Apple's rules, terms or policies then Apple's terms, rules or policies will apply instead of these terms.

1.6 How to contact us. You can contact us by emailing us at info@bookcreator.com (<mailto:info@bookcreator.com>) or by post to our postal address, which is Tools for Schools Limited, 31 – 34 High Street, Bristol BS1 2AW, United Kingdom.

1.7 How we may contact you. If we have to contact you we will do so by writing to you at the email address you provide to us for that purpose.

1.8 "Writing" includes emails. When we use the words "writing" or "written" in these terms this includes emails.

2. Creating an account and different types of account

2.1 Book Creator can be used by anyone. Everyone is welcome to use Book Creator and create books using our app or through our website. Please make sure you read and adhere to these terms when using Book Creator.

2.2 Creating an account. Before you start using any online features of Book Creator you will need to create an account either through our website or by using your existing Google or Office 365 account.

2.3 Specific terms for teachers or schools and students. If you are a teacher or school, or student one of the paragraphs of this clause 2 set out below will apply specifically to you.

2.4 **Teachers and schools**

Book Creator can be used by teachers, schools and other educational establishments as follows:

2.4.1 to create an account that can be accessed using a password to be known only to you;

2.4.2 to allow students to access the account using an access code generated by us and passed on to students by you where you have obtained consent from the parent(s) or legal guardians of those students to their child using Book Creator with you; and

2.4.4 you agree that you will protect access to your account and access to it by keeping your password and access codes secure and not known to or visible by anyone else; and

2.4.5 you agree that you will adhere to our Privacy Policy when using Book Creator.

2.5 **Students**

Book Creator can be used by students as follows:

2.5.1 to create an account of your own that can be accessed using a password to be known only to you;

2.5.2 to access a teacher or school account using a code passed on to you by your teacher or school. If you are under 18 your parents must have provided the teacher or school with their consent to this before you use the code; and

2.5.3 you agree that you will keep your account password (if you have one) and any access codes provided to you secure and not known to or visible by anyone else. ^[1]_{SEP}

3. Acceptable Use Policy

3.1 Users of Book Creator must not:

3.1.1 use Book Creator in any unlawful manner, for any unlawful purpose, or in any manner inconsistent with these terms, or act fraudulently or maliciously, for example, by hacking into or inserting malicious code, such as viruses, or harmful data, into Book Creator;

3.1.2 infringe our intellectual property rights or those of any third party in relation to your use of Book Creator (and please see more about intellectual property rights at clause 6 below);

3.1.3 transmit or otherwise use any material that is defamatory, offensive or otherwise objectionable in relation to your use of Book Creator;

3.1.4 use Book Creator in a way that could damage, disable, overburden, impair or compromise our systems or security or interfere with other users;

3.1.5 collect or harvest any information or data from Book Creator or our systems or attempt to decipher any transmissions to or from the servers running Book Creator;

3.1.6 except in the course of permitted sharing, rent, lease, sub-license, loan, provide, or otherwise make available, Book Creator in any form, in whole or in part to any person without prior written consent from us;

3.1.7 copy Book Creator or content within it, except as part of the normal use of Book Creator and as permitted by these terms;

3.1.8 translate, merge, adapt, vary, alter or modify, Book Creator nor permit Book Creator to be combined with, or become incorporated in, any other programs, except as necessary to use Book Creator as permitted by these terms; and/or

3.1.9 disassemble, de-compile, reverse engineer or create apps based on the whole or any part of Book Creator.

4. You must be 18 to accept these terms.

4.1 All users of Book Creator should be aware that you must be 18 or older to accept these terms. If you are younger than 18 years of age you must have the consent of a parent or legal guardian to accept these terms.

5. We are not responsible for other websites you link to

5.1 If you include links to other independent websites which are not provided by us in your books created using Book Creator, please note that such independent sites are not under our control and we are not responsible for and have not checked and approved their content. You will need to make your own independent judgement about whether to use any such independent sites.

6. Intellectual property rights

6.1 Other than in respect of any content you add to Book Creator when creating books, all intellectual property rights in Book Creator throughout the world belong to us or our licensors. The rights in Book Creator are licensed to you through the duration of our contract with you. You have no intellectual property rights in or to Book Creator other than the right to use Book Creator in accordance with these terms.^[1]^{SEP}

6.2 When you use your content or anyone else's content with Book Creator ("User Content") you grant us a perpetual, non-exclusive, royalty free, worldwide licence to in respect of such User Content so that we can carry out certain activities and provide Book Creator to you. These activities include (but are not limited) to:

6.2.1 displaying User Content in books you have created on Book Creator;

6.2.2 sublicensing User Content to third parties so that we can provide the full range of Book Creator services to you, such as ebook publishers, hosting service providers and other technical service providers;

6.2.3 adapting User Content if necessary to enable it to be displayed on and used within Book Creator;

6.2.4 transmitting User Content to ebook publishers and other third party service providers; and

6.2.5 making copies of User Content for technical reasons such as storing your books.

6.3 Please make sure that before you add any User Content to Book Creator that you have obtained any necessary permission and licences from third parties to enable you to grant the rights specified at clause 6.2 to us. If you are unable to obtain such permission and licences you must not use such User Content with Book Creator.

7. Publishing books

7.1 Depending on the type of account you hold, you may publish one or more copies of books you have created using Book Creator. You can make your books available to other people by sending them a link to our website that we generate or by publishing your books using Apple's iBook Store or another platform where we make this available.

7.2 If you publish a book using Book Creator and this is accessible using a link to our website we will make your book available during the time that you have a Book Creator account. We have the right, after notifying you, to delete any books and information stored on bookcreator.com if you have not used your account for a long time. You can download books at any stage and it is your responsibility to download books if you do not want to lose that content.

7.3 If you publish a book using Apple's iBook Store or using another platform you may be able to set a price for people to buy the book. Apple's or the relevant platform's terms and conditions of use will apply to any your publication of books.

8. Our rights to make changes to Book Creator

8.1 Minor changes to Book Creator. We may change Book Creator to reflect changes in relevant laws and regulatory requirements; and/or to implement minor technical adjustments and improvements, for example to address a security threat. These changes will not affect your use of Book Creator.

8.2 More significant changes to Book Creator. In addition, we may make changes to Book Creator to improve it and if we do so we will notify you first.

8.3 Updates to Book Creator. We may update or require you to update Book Creator from time to time.

9. Our rights to make changes to these terms.

9.1 We may make changes to these terms where they require updating to address changes in the law or where we introduce new features of Book Creator that require additional terms to cover such features. We will post in advance of making changes to these terms. If the changes are significant we will provide a more prominent notice within Book Creator and you can contact us if you are unhappy with such changes and/or want to end your contract with us as a result of such changes.

10. Our responsibility for loss or damage suffered by you

10.1 We are responsible to you for foreseeable loss and damage caused by us. If we fail to comply with these terms, we are responsible for loss or damage you suffer that is a foreseeable result of our breaking our contract with you or our failing to use reasonable care and skill, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time the contract was made, both we and you knew it might happen, for example, if you discussed it with us before purchasing Book Creator.

10.2 We do not exclude or limit in any way our liability to you where it would be unlawful to do so. This includes liability for death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors; for fraud or fraudulent misrepresentation; for breach of your legal rights in relation to Book Creator including the right to receive products which are: as described and match information we provided to you and any sample or model seen or examined by you; of satisfactory quality; fit for any particular purpose made known to us; supplied with reasonable skill and care and, where installed by us, correctly installed; and for defective products under the Consumer Protection Act 1987.

10.3 Damage to your device or digital content. If defective digital content which we have supplied damages a device or digital content belonging to you and this is caused by our failure to use reasonable care and skill we will either repair the damage or pay you compensation. However, we will not be liable for damage which you could have avoided by following our advice to apply an update offered to you free of charge or for damage which was caused by you failing to correctly follow installation or other instructions provided to you.

10.4 We are not liable for business losses. We only supply Book Creator for educational, domestic and private use. If you use Book Creator for any commercial, business or re-sale purpose we will have no liability to you for any loss of profit, loss of business, business interruption, or loss of business opportunity.

11. Other important terms

11.1 We may transfer these terms to someone else. We may transfer our rights and obligations under these terms to another organisation. We will contact you to let you know if we plan to do this. If you are unhappy with the transfer you may contact us to end the contract within 30 days of us telling you about it.

11.2 You need our consent to transfer your rights to someone else. You may only transfer your rights or your obligations under these terms to another person if we agree to this in writing. We may not agree if this transfer would mean that the person you are transferring to is in breach of these terms or otherwise illegal.

11.3 Nobody else has any rights under these terms (except someone you pass your guarantee on to). This contract is between you and us. No other person shall have any rights to enforce any of its terms. Neither of us will need to get the agreement of any other person in order to end the contract or make any changes to these terms.

11.4 If a court finds part of this contract illegal, the rest will continue in force. Each of the paragraphs of these terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

11.5 Even if we delay in enforcing this contract, we can still enforce it later. If we do not insist immediately that you do anything you are required to do under these terms, or if we delay in taking steps against you in respect of your breaking this contract, that will not mean that you do not have to do those things and it will not prevent us taking steps against you at a later date.

11.6 Which laws apply to this contract and where you may bring legal proceedings.

These terms are governed by English and Welsh law and you can bring legal proceedings in respect of Book Creator in the English and Welsh courts. If you live in Scotland you can bring legal proceedings in respect of Book Creator in either the Scottish or the English courts. If you live in Northern Ireland you can bring legal proceedings in respect of Book Creator in either the Northern Irish or the English courts. If you live outside of England, Scotland, Wales or Northern Ireland you may bring proceedings in the English courts.

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[Apple Distinguished Educators_\(/ade/\)](#)

[Microsoft Innovative Educator Experts_\(/MIE/\)](#)

Since 2011, Tools for Schools has committed to working alongside educators to help students thrive. Education is changing. Book Creator offers a simple way to infuse creativity throughout the curriculum, motivating students to become published authors and helping them develop future-ready skills.



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