

Privacy Policy – Molecule by Student Provisioning Services

Who This Policy Applies To

This Privacy Policy applies to schools, educators, administrators, students, and guardians using Molecule, a product of Student Provisioning Services. We comply with FERPA, COPPA, and state privacy laws including NY Ed Law 2-D, IL SOPPA, and CA CCPA/SOPIPA.

Information We Collect

We collect:

- School-provided data (e.g., student names, IDs, enrollment records)
- System metadata (e.g., IP addresses, device/browser data)
- User-submitted content (e.g., support requests)

We do not collect information for advertising purposes.

Use of Information

Information is used solely to operate and improve Molecule, provide customer support, and maintain system integrations. We do not use data for commercial or marketing purposes.

Data Sharing and Disclosure

We do not sell or rent data. We only share it with:

- Authorized school personnel
- Contracted service providers under strict data privacy terms
- Legal authorities, if required by law

FERPA and Student Data

We operate as a School Official under FERPA and only process student data under direct school authorization. We retain data only as long as necessary or as requested by the district.

COPPA Compliance

We rely on schools to provide COPPA-compliant consent for students under 13. We do not collect information directly from children.

Data Security

We implement security measures including encryption in transit and at rest, access controls, regular audits, and patching.

Data Retention and Deletion

We retain data only while necessary to provide the service or as directed by school contracts. Data is securely deleted upon request or contract termination.

Your Rights and Choices

Schools have full control over data access, corrections, and deletions. Parents should contact schools directly regarding student data.

DPAs and Compliance

We sign Data Privacy Agreements via the Student Data Privacy Consortium (SDPC). See our agreements at: https://sdpc.a4l.org/search_company_national.php?company_name=Student+Provisioning+Services

Third-Party Integrations

We integrate with PowerSchool, Infinite Campus, ProgressBook, Blackbaud, FACTS/RenWeb, Google Workspace, and Microsoft Entra to facilitate provisioning and rostering tasks.

Policy Changes

We will notify schools of changes to this policy and update the revision date accordingly.

Contact Information

Student Provisioning Services
240 S State St, Westerville OH 43081
Email: privacy@sps-k12.com
Phone: 614-300-0502