PRIVACY POLICY

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Summary. SfTrack collects only the information needed to provide the Service. We do not sell personal information, we do not display advertising or use advertising or analytics trackers, artificial intelligence features are disabled unless you enable them, and you may delete your account and all associated information at any time from Settings. This summary is for convenience only; the full Policy below governs.

1. Introduction

SfTrack ("SfTrack," "we," "our," or "us") is committed to protecting your privacy. This Privacy Policy (the "Policy") explains how personal information is collected, used, disclosed, retained and protected when you use the SfTrack website and web application available at sftrack.ca and its subdomains (the "Website"), and the SfTrack Sync browser extension (the "Extension"), together the "Service."

SfTrack is operated from Ontario, Canada. We handle personal information in accordance with the *Personal Information Protection and Electronic Documents Act* (Canada) ("PIPEDA") and other applicable laws. By accessing or using the Service, you acknowledge that you have read and understood this Policy and our Terms and Conditions.

2. Definitions

For the purposes of this Policy, the following terms have the meanings set out below:

- **Account:** the account you create to access the Service.
- **Brightspace:** the Brightspace (D2L) learning management system operated by your educational institution, sometimes called FOL.
- **Cookie:** a small file placed on your device by a website and stored by your web browser.
- **Device:** any internet-connected device, such as a computer, tablet or phone, used to access the Service.
- **Personal Information:** information about an identifiable individual, as defined in PIPEDA.
- **Service Provider:** a third party that processes information on our behalf to help us operate the Service.
- **Study Information:** the academic and scheduling information you enter or import into the Service, such as classes, assignments, grades and schedules.
- **You:** the individual who accesses or uses the Service.

3. Information We Collect

3.1 Information you provide to us

Category	Information	Purpose
Account	Name, email address, and password. Passwords are stored only as a one-way cryptographic hash (bcrypt) and are never stored in readable form. The date you accepted our Terms.	To create and secure your Account and to identify you within group assignments.
Study Information	Classes (name, colour, instructor, room, meeting times, credits); assignments and tests (titles, notes, due dates, weights, grades earned, status, links); work hours; protected time blocks; study sessions; sleep hours; time zone; reminder and application settings; and an optional GPA goal.	To provide the core features of the Service, including tracking, grade and GPA calculation, and study scheduling.
Group work	Names and email addresses of classmates you add to a group assignment, group tasks, links, and files you upload.	To share a group assignment with the individuals you choose.
Support	Your name, email address, subject and message.	To respond to your request.

3.2 Information from Brightspace (only if you choose to connect it)

- **Calendar feed link.** If you connect your Brightspace calendar, the Service retrieves that calendar feed to import assignments, quizzes and due dates. You choose whether the link is kept only on your Device or saved to your Account so that all of your Devices can synchronise. If saved to your Account, the link is encrypted using AES-256, is never displayed again, and is not written to logs. The feed is processed in memory and discarded; only the resulting assignments are retained.
- **SfTrack Sync Extension.** If you install and connect the Extension, it reads the following from your own Brightspace account, using your existing Brightspace session, and transmits it to your SfTrack Account: the names, codes and identifiers of your current courses; the names and weights of grade items; your marks; and your final calculated grade where your instructor has released it. The Extension operates only while a Brightspace page is open in your browser, and only (a) when you select “Sync grades now,” or (b) when you open your Brightspace home or grades page, if you have enabled automatic synchronisation for your institution’s site (no more than once every four hours).
- The Extension does **not** collect your Brightspace password or login credentials, instructor comments or feedback, class lists, information about other students, or information from any other website.
- To connect the Extension, the Service issues a connection key. We store only a SHA-256 hash of that key. You may disconnect all browsers at any time from Settings.

3.3 Information collected automatically

- **Authentication cookie** used to keep you signed in (see Section 9).
- **Push notification subscription**, only if you enable reminders: the endpoint and keys issued by your browser’s push service, and a random device identifier used to prevent duplicate notifications.
- **Server logs** maintained by our hosting Service Provider, which may include IP address, browser type, and pages requested, used for security, troubleshooting and service reliability.
- **Deleted-item records:** internal identifiers of Brightspace items you delete in the Service, retained so that synchronisation does not re-import them.

3.4 Information we do not collect

We do not collect telephone numbers, mailing addresses, payment card or banking information, government identification numbers, precise geolocation, device contacts, or your Brightspace password. We do not use advertising, analytics, or social media tracking technologies.

4. How We Use Your Information

We use Personal Information only for the following purposes:

- to provide, operate and maintain the Service, including storing your Study Information, calculating grades and GPA, generating study schedules, and synchronising with Brightspace at your request;
- to send reminders you have enabled, which you may modify or disable at any time in Settings;
- to enable group assignments with the individuals you add;
- to respond to support requests and communicate with you about your Account or the Service;
- to maintain the security and integrity of the Service, prevent abuse, and diagnose and correct errors; and
- to comply with legal obligations.

We do not sell or rent Personal Information, use it for advertising or marketing profiles, or use your Study Information for any purpose other than providing the Service to you.

5. Optional Artificial Intelligence Features

The Service offers an optional “smarter scan” feature that uses artificial intelligence to read syllabi, images and lists that the Service’s on-device scanning cannot interpret. This feature is disabled by default. We request your consent before first use, and you may enable or disable it at any time under Settings › AI features. When used, only the text or image you select is transmitted to Google LLC’s Gemini service for processing, and you review the results before anything is saved. Depending on the service tier used, Google may use submitted content to improve its products; accordingly, you should not include sensitive personal information in content you submit. All other features of the Service operate without artificial intelligence.

6. Research Search

When you use “Find free help,” the search terms you enter are sent directly from your browser to open research databases (OpenAlex, Semantic Scholar and Unpaywall). If those services are unavailable, our server may forward the same search terms to OpenAlex on your behalf. Your name and email address are not included. Articles you pin are stored only on your Device.

7. Disclosure of Information

7.1 Service Providers

We use the following Service Providers to operate the Service. Each processes information only on our instructions and for the purpose of providing its services to us.

Service Provider	Service	Information involved
Vercel Inc.	Website and application hosting	All application traffic; server logs, including IP addresses
Neon	Database hosting	Account and Study Information
Cloudflare, Inc. (R2)	File storage	Files uploaded to group assignments

Service Provider	Service	Information involved
Google LLC (Gemini)	Optional AI processing	Only content you choose to scan, and only if AI features are enabled
Browser push services (e.g., Google, Apple, Mozilla)	Notification delivery	Reminder notifications, if enabled

Your educational institution's Brightspace service is not a Service Provider to SfTrack; the Service only retrieves information from it at your direction.

7.2 Legal requirements and protection of rights

We may disclose Personal Information where required or permitted by law, including in response to a subpoena, warrant, court order or other lawful request, or where we believe in good faith that disclosure is necessary to protect the safety of any person, to investigate fraud or security issues, or to protect our rights.

7.3 Business transfers

If SfTrack is involved in a merger, acquisition, reorganisation, or sale of all or part of its assets, Personal Information may be transferred as part of that transaction, provided that the recipient agrees to protect it in a manner consistent with this Policy. We will notify you before your information becomes subject to a different privacy policy.

Except as described in this Section, we do not share Personal Information with third parties.

8. International Transfer and Storage

SfTrack is based in Canada. Our Service Providers may store and process information outside Canada, including in the United States. Information stored in another jurisdiction is subject to the laws of that jurisdiction and may be accessible to its courts, law enforcement and national security authorities.

9. Cookies and Similar Technologies

Technology	Purpose	Duration
Authentication cookie (essential)	Keeps you signed in to your Account.	1 day, or 30 days if you select "Stay signed in"
Administrator device cookie	Restricts the administration panel to the site owner's registered device.	Site owner only
Local storage and IndexedDB	Stores preferences on your Device, such as theme, pinned articles, dismissed messages, and your Brightspace link if you choose "this device only."	Until cleared by you
Extension storage	Stores the Extension's connection key, your institution's Brightspace address (if automatic synchronisation is enabled), and last sync status.	Until you disconnect or remove the Extension

We do not use advertising, analytics or tracking cookies. You may clear cookies and site data through your browser settings; doing so will sign you out and may remove preferences stored on your Device.

10. Retention of Information

We retain Personal Information only for as long as necessary to provide the Service and fulfil the purposes described in this Policy, or as required by law. When you delete your Account (Settings › Delete account), we permanently delete your Account and associated Study Information, uploaded files, Extension connections, saved Brightspace link, and support messages. Residual copies may remain in our database provider's automated backups for a limited period until they are overwritten in the ordinary course. Disconnecting Brightspace or the Extension deletes the saved link or connection immediately; information already imported remains in your Account until you delete it.

11. Security

We implement reasonable administrative, technical and physical safeguards appropriate to the sensitivity of the information, including encryption of all data in transit using HTTPS/TLS, one-way hashing of passwords (bcrypt) and Extension connection keys (SHA-256), encryption of saved Brightspace links (AES-256-GCM), and restricted access to production systems. No method of transmission or storage is completely secure, and we cannot guarantee absolute security. Where a breach of security safeguards involving Personal Information creates a real risk of significant harm, we will notify affected individuals and the Office of the Privacy Commissioner of Canada as required by PIPEDA.

12. Your Rights and Choices

Subject to applicable law, you have the right to:

- **access** the Personal Information we hold about you, most of which is viewable within the Service;
- **correct** inaccurate or incomplete information, most of which you may edit directly within the Service;
- **delete** your Account and associated information at any time from Settings;
- **withdraw consent** to optional processing by disabling AI features, reminders or automatic synchronisation, or by disconnecting Brightspace or the Extension; and
- **request** a copy of your Personal Information or ask questions about our practices using the contact information in Section 18.

We will respond to requests within thirty (30) days. We may take reasonable steps to verify your identity before fulfilling a request. If you are not satisfied with our response, you may contact the Office of the Privacy Commissioner of Canada (www.priv.gc.ca).

13. Children's Privacy

The Service is intended for post-secondary students. You must be at least thirteen (13) years of age to use the Service. We do not knowingly collect Personal Information from children under thirteen. If you believe a child under thirteen has provided us with Personal Information, please contact us and we will delete it.

14. Chrome Web Store Limited Use Disclosure

The use of information received by the SfTrack Sync Extension adheres to the Chrome Web Store User Data Policy, including the Limited Use requirements. Information collected by the Extension is used solely to display your own grades and grade weights within your SfTrack Account. It is not sold; not used or transferred for advertising; not used or transferred to determine creditworthiness or for lending purposes; and not transferred to third parties except as necessary to provide the Service (Section 7.1), to comply with applicable law, or as part of a business transfer (Section 7.3). No human reads this information except with your consent (for example, to respond to your support request), for security purposes, or to comply with applicable law.

15. Links to Other Websites

The Service may contain links to websites and resources not operated by SfTrack, including research articles, your institution's Brightspace site, and other third-party content. This Policy does not apply to those websites. We are not responsible for the content or privacy practices of third-party websites, and we encourage you to review their privacy policies.

16. Your Consent

By creating an Account or using the Service, you consent to the collection, use and disclosure of your Personal Information as described in this Policy. Optional features that involve additional processing, including AI features, reminders, Brightspace synchronisation and the Extension, are used only with your separate, express consent, which you may withdraw at any time as described in Section 12.

17. Changes to This Policy

We may update this Policy from time to time to reflect changes to the Service or applicable law. We will post the updated Policy with a revised effective date. Where a change materially affects how we collect, use or disclose Personal Information, we will notify you within the Service before the change takes effect. Your continued use of the Service after the effective date constitutes acceptance of the updated Policy. If you do not agree, you may delete your Account.

18. Governing Law

This Policy is governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein, without regard to conflict of laws principles.

19. Contact Us

The owner of SfTrack is accountable for SfTrack's compliance with this Policy. Questions, requests and complaints regarding this Policy or your Personal Information may be submitted through the **Support** page within the Service (sftrack.ca/support).