

Privacy Policy

Effective Date: September 1, 2024

Monarch Reader products and services are provided by Building Wings LLC (together, “BW,” “we,” “our,” and “us”). The following privacy policy describes what we collect on our servers and why, what we may do with that information, and how that information is handled.

Information provided is subject to our Terms of Service. Any capitalized terms used but not defined within this Privacy Policy have the meaning given to them in our Terms of Service.

1. What We Collect, Why We Collect It, and If it is Required

Individual Accounts

We Collect	Why we collect it	Required
Email	For login purposes, to reset your password in the event that it is forgotten, and communication purposes.	Yes
Password - only if an account is created with an email from a non-third party integrated service such as “Google Sign-In”.	Login purposes	No - If a third-party integrated service such as “Google Sign-in” is used, no passwords are stored. If a service such as Google Sign-in is not used, a password is required.
Unique identifier provided by a third-party integrated service, such as, but not limited to, “Google Sign-in”.	Allows Users to sign in with Google Sign-in, Yahoo login, Microsoft account, Office 365 account, and other providers. If you sign in to Monarch Reader using a Google or Office 365 account, we may receive your full name from your account provider.	No

2. What we do with your information

Building Wings LLC does not sell, share, rent or otherwise disclose your information collected by Monarch Reader. No student information or child information is ever collected through Monarch Reader. Account creators must be 18 or older, agree to this policy and terms of service before creating an account.

Information is only disclosed when:

- We have your explicit consent to share the information.
- It is required to comply with the law including compliance with warrants or court orders.
- It is required to protect the rights, property or personal safety of Building Wings LLC and users of Monarch Reader.

We do not monitor or view any Personally Identifiable information or content stored in Monarch Reader. Below lists the limited circumstances in which your information may be accessed by our employees.

- We need to do so in order to respond to your explicit request for support.
- Where necessary to protect the rights, property or personal safety of Building Wings LLC and Monarch Reader users (including protection against potential spam, malware or other security concerns).
- We believe our Terms of Service have been violated and confirmation is required.

3. Publishing your books

You can submit a request to have your books published for public viewing. Public viewing means any user visiting Monarch Reader.

- Submitting your book for publishing you are agreeing to the terms that your book does not contain any personally identifiable information. (PII)
- Examples of PII are described under our Terms of Service section **3.3 c. Publishing your books**

4. Data Storage, Transfer, and Removal

Data is stored on servers located in the United States. If you live outside of the United States and have laws governing data collection and use that differ from U.S. law, then you acknowledge and agree that you are transferring your Personal Information outside of those regions to the United States and that, by providing your Personal Information to Monarch Reader, you consent to that transfer.

All data stored on our servers is encrypted. All transmission of information is encrypted and protected using Secure Sockets Layer (SSL). Passwords are stored using a hash function. We also use physical, managerial, and technical safeguards to secure your data.

"BW" has a stringent Security and Privacy Plan - Breach Incident Response in place. In the event that your Personal Information may be compromised, we will attempt to notify you electronically so that you can take appropriate protective steps.

You can submit a request at any time to have your account information deleted. All requests can be submitted via email to legal@buildingwings.com. Account data will be permanently deleted from systems, servers, including backups within 30 days of your request.

5. Cookies

We use Cookies only to enhance performance. Cookies are used to allow offline access and to sync your data.

6. Changes to the Privacy Policy

We reserve the right to modify this Policy at any time, but you will be notified on Monarch Reader's login page or by some other means such as email. We will not change how we use any Personal Information in any material way without providing notice of the change via email to you and obtaining consent to any new uses. If you do not agree with the new policies, you may reject them, but you will need to terminate your account and/or stop using Monarch Reader. Your continued use constitutes your acceptance of the new Privacy Policy.