

Privacy Policy

Welcome to the Parish Episcopal School web site. We hope that you find your visit to be helpful and that you find relevant the content and information about our school. Parish Episcopal School (the "School" or "we" or "us") is committed to responsible online information handling practices. You can visit most pages on the Sites without giving us any information about yourself or your children, but sometimes we need information to provide information or services that you or your children request. This Privacy Policy explains data collection and use in those situations.

This Privacy Policy applies to this website, www.parishepiscopal.org, and each sub-domain and portal associated with this URL, including the myPARISHconnection portal and the MyPanther digital portfolio portal, which is hosted by Google Apps for Education (collectively, the "Sites"). This Privacy Policy does not apply to other sites that may be linked from or otherwise accessible through the Sites. This Privacy Policy does not apply to the practices of persons or entities that the School does not control, manage or employ. We encourage you to read the privacy policies of those other sites to learn how they collect and use information about you and your children.

In order to fully understand your rights, we encourage you to read this Privacy Policy. The School reserves the right to change this Privacy Policy by posting such changes on the Sites and, when required by law, providing you with written notice. Any such change will be effective immediately upon posting or as specified in the written notice.

We have provided answers to the following important questions on our information practices:

What type of information does the School collect, and how is this information used?

While you are visiting the Sites, the School may collect two types of information about users: "Personal Information" (such as name, email address, mailing address, phone, credit card or debit card, personal preferences, digital portfolio content and other student-related information) and "Aggregate Information" (such as information about how many users log on to the Sites on a daily basis).

Personal Information is collected online when you voluntarily submit non-public personal information on the Sites by requesting information, submitting an online inquiry form, purchasing merchandise, making payments for the School-related donations, tuition or fees, receiving electronic notices or other similar communications and other similar activities.

Aggregate Information is non-personally identifiable/anonymous information about you, such as pages most frequently accessed by you, time spent on a page or area of the Sites, the number of visits to the Sites by you, types of browser used by you, cookie preferences or search terms entered by you. Aggregate Information is used in a collective manner, and no single person can be identified by that compiled information (for example, the number of people who logged into the Sites in a particular day). Aggregate Information does not personally identify a specific user.

Personal Information That You Provide to Us

We may obtain Personal Information about you or your children ONLY if you elect to give us that information. Types of Personal Information may include the following:

- Name
- Age
- Address
- Zip code
- Phone number
- Relationship to student
- Occupation
- E-mail address
- Credit card number and expiration date (for online payments for the School-related purchases, donations, fees or tuition)
- Student name, gender and grade
- Hobbies and interests of student

We may request Personal Information, such as your user name or password, whenever you log into your myPARISHconnection or MyPanther account and may in limited circumstances ask you to provide credit card information and other personal information when purchasing merchandise that is offered for sale online or when making a donation or tuition or fee payment online. We reserve the right to request any additional information necessary to establish and maintain each student account. Generally, our uses of Personal Information collected online include, without limitation, responding to your inquiry about enrollment at the School, enabling you to make a donation, purchasing merchandise online, or providing information, such as sending communications and newsletters.

The School will retain your Personal Information for fulfillment of the intended purposes for which such Personal Information is collected. The School will establish minimum and maximum retention periods based upon the type of information collected (i.e., sensitivity), the intended purposes and as otherwise may be legally required.

Personal Information shall NOT include any personal information posted or sent by or to you or your children in any public forum (such as a calendar or message board) on the myPARISHconnection portal or MyPanther digital portfolio portal via the Sites. Participation in these public forums and the School fundraising initiatives requires the public release and dissemination of such information, and thus the School cannot commit to treating such information confidentially in the same manner that other personal information will be treated under this Privacy Policy. Participation in these programs is voluntary, and thus your consent to certain terms is required before participation is allowed.

Aggregate Information Collected Automatically

When you visit the Sites, we automatically collect Aggregate Information about your visit. We can tell the type of computer, browser, and web service that you are using. We also know the date, time, and pages that you visit. Collecting this information helps us design the Sites to enhance your experience while on our Sites.

The School also may use Aggregate Information for internal purposes, such as tracking demographic data and providing targeted content to make the Sites more useful to our visitors. The gathering of this Aggregate Information may be accomplished by the use of cookies or web beacons by the School and its third party service providers. In particular, The School will collect an IP Address from all visitors to the Sites. An IP Address is a number that is automatically assigned to your computer when you use the Internet. The School may share Aggregate Information with its service providers or other third parties to advance the goals of education, dissemination of information and otherwise in fulfillment of the mission of the School. We use IP addresses to help diagnose problems with our server, administer our Sites, analyze trends, track users' movement on the Sites, gather broad demographic information for aggregate use in order for us to improve the Sites, and deliver customized, personalized content. IP addresses, however, are not linked to Personal Information. The School also may use a unique assigned number located with the Sites' URL to determine the web site from which you navigated to get to the Sites. While this number may not be apparent to you, it does not contain your Personal Information.

Does the School use cookies, other technologies or third parties to collect information on the Sites?

The Sites may use cookies to enhance your experience while using the Sites. Cookies are pieces of information that some web sites transfer to the computer that is browsing that site and are used for record-keeping purposes at many web sites. Use of cookies makes web-surfing easier by performing certain functions such as saving your passwords and your personal preferences regarding your use of the particular webpage. Many consider the use of cookies to be an industry standard.

Your browser is probably set to accept cookies. However, if you would prefer not to receive cookies, you can alter the configuration of your browser to refuse cookies. If you choose to have your browser refuse cookies, it is possible that some areas of our Sites will not function properly when you view them.

The Sites also may use other technologies to track the specific pages viewed by visitors on the Sites. The Sites may collect device-specific information (such as your computer hardware model, operating system, unique device identifiers and mobile network information including phone number). These technologies help us to understand how visitors use the Sites and to verify that you are authorized to access the user-restricted access portions of the Sites.

The School also has contracted with third party operators to collect Personal Information only for the performance of services available on the Sites, as follows:

- General website hosting and operations:
FinalSite
809 Main Street
East Hartford, CT 06108
- Online student enrollment and admissions:
Blackbaud, Inc.
2000 Daniel Island
Charleston, SC 29492-7541

- Payment and management of tuition online:
FACTS Management Company/FACTS Tuition Management
121 South 13th Street, Suite 201
Lincoln, NE 68508
- MyPanther portfolio and student email hosting and related product suite:
Google Apps For Education
c/o Google, Inc.
1600 Amphitheatre Parkway
Mountain View, CA 94043

Does the School share information collected or voluntarily provided by me or my children on the Sites?

The School may need to share Personal Information with third parties in limited circumstances. For example, we allow use of Personal Information by our third party operators to perform services such as advising you of our upcoming events, volunteer opportunities, fundraising and partner-related product opportunities benefiting the School, or processing credit card payments or hosting the Sites (and/or features available on the Sites). However, such third parties are obligated to maintain the confidentiality of Personal Information and are not authorized to use Personal Information for any purpose other than providing those services.

We do not share Personal Information with any companies listed under the Parish Community Partnership web page of the Sites. We only provide links to the sites of such partners who offer products and services with cash or in-kind donations back to the School. Your participation in the partner's product offerings is at your sole discretion.

From time to time, we may be required to provide Personal Information or Aggregate Information in response to a valid court order, subpoena, government investigation, or as otherwise required by law, or if we reasonably believe that you have committed unlawful acts or acts that may endanger the health or safety of another user or the general public. We also reserve the right to report to law enforcement agencies any activities that we, in good faith, believe to be unlawful. We may release certain Personal Information when we believe that such release is reasonably necessary to protect the rights, property, and safety of others and ourselves.

We also reserve the right to share, assign or transfer your Personal information to any of our Affiliates or any successor in interest to our organization by merger, reorganization, or operation of law.

Do I have choices on how my Personal Information is used?

The School will make your name and postal address available to other students, parents and others within the myPARISHconnection portal. If you would like to opt out of having the School share your name and postal address with the School community, please notify the School's communication department.

The School has made available the public forums on the Sites so that you or your children may have an opportunity to interact with the School's students and faculty in order to share knowledge and news or

participate in events benefiting the School. Since participation in such forums is voluntary, you control what Personal Information may be disclosed to others.

You further may review any Personal Information collected from your child, ask to have it deleted and refuse to allow any further collection or use of your child's information. Please follow the instructions outlined below as to how to contact the School's privacy policy administrator to address any concerns that you may have regarding the collection and retention of your child's Personal Information.

How can I update or change my Personal Information?

The School wants your student's account (including without limitation, any Personal Information and preferences) to be accurate and complete. You can update or change such Personal Information by accessing your myPARISHconnection account on the Sites.

How does the School secure my Personal Information?

The School and its third party service providers maintain commercially reasonable safeguards to ensure the security, integrity and privacy of the Personal Information provided by you. Such security safeguards are intended to be appropriate to the sensitivity of the Personal Information collected. To the extent the School discloses any Personal Information to third parties, the School will use commercially reasonable efforts to assure that such third parties to whom it may transfer any Personal Information have knowledge of this Privacy Policy and provide sufficient protection of such Personal Information. In particular, the School requires that a secure session be established using Secure Socket Layer (SSL) and Secure Electronic Transaction (SET) protocol when you submit Personal Information to us through your use of the Sites to input credit card or debit card information for payment, and access certain web pages on the Sites. Additionally, the School utilizes digital certificates issued by an established signer of digital certificates.

The School is committed to properly securing the Personal Information collected online. To help us accomplish this, we and/or our third party service operators take the following steps:

- Employ internal access controls to ensure that the only people who see your information are those with a need to do so to perform their official duties.
- Train relevant personnel on our Sites privacy and security measures.
- Physically secure the areas where hard copies of the information collected online are stored.
- Regularly back up the information that collected online to insure against loss.
- Use technical controls to secure the information that collected online as appropriate, including but not limited to: Secure Socket Layer (SSL), encryption, firewalls, and password protections.
- Periodically test security procedures to ensure personnel and technical compliance.

Please note that Personal Information stored on the Sites will be collected, stored and processed in the United States of America.

Does the School collect Personal Information from children?

Since the School's mission is to educate children, its Sites necessarily must collect certain Personal Information from children in order to adequately provide services. The School will not require a child to disclose more Personal Information than is reasonably necessary to participate in an activity as a condition of participation. By this Privacy Policy, the School is intending to comply with applicable laws and regulations related to collection of information from children, including the Children's Online Privacy Protection Act (COPPA).

Parental consent will be obtained prior to any student being provided an account to access the School's online services via the Sites. You have the option to agree to the collection and use of your child's Personal Information without consenting to the disclosing of such information to any third parties; however, it may result in your child not being able to use or participate in the School's online activities via the Sites (or certain webpages).

Who can I contact if I have questions or concerns about this Privacy Policy?

The School's web site development team has been designated as your primary contact for any questions regarding this Privacy Policy. Please provide a description of your claims or questions in sufficient detail so as to permit our personnel to investigate your claims or questions fully and contact you. It is our intent to make available to you through this team specific information about this Privacy Policy and our management of your Personal Information as may be required by applicable law. You can contact such personnel at the following address or email:

Parish Episcopal School
4101 Sigma Rd.
Dallas, TX 75244
privacy@parishepiscopal.org

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