Saint Joseph Academy: Privacy Statement

Saint Joseph Academy (SJA) knows that you care how information about you is used and shared. Our privacy policy ("Policy" or "Privacy Policy") is designed to explain our practices regarding the collection, use and disclosure of personally identifiable information that you may provide via this website (the "Site"). Please be sure to read this entire Privacy Policy before using or submitting information to this Site.

This statement applies to personally identifiable information collected online only within the United States. Within this Privacy Policy the term "personally identifiable information," refers to information that identifies a particular individual, such as the individual's name, postal address, email address and telephone number. For purposes of this Policy, please be aware that any data or information directly associated with personally identifiable information will also be considered personally identifiable information.

Personally identifiable information is sometimes referred to in this Policy as "personal information." Saint Joseph Academy is sometimes referred to in this Policy as "SJA," "we," "us" or "our." The term "you," "your" or "yourself" shall refer to the user who is browsing this Site.

Your Consent

By accessing or using this Site, you consent to the collection, use, and disclosure of your information in accordance with this Privacy Policy.

By providing personal information to the Site, all users fully understand and consent to the collection and processing of such information in the United States of America.
Collection of Information

Information You Give Us
As with many websites, this Site actively collects information from its visitors both by asking you specific questions and by permitting you to communicate directly with us via email and our account registration, information request, event registration and online contribution forms. Some of the information that you submit to us may be personally identifiable, including, but not limited to, your name, address, telephone number, email address, date of birth, grade level, grade school, user name and/or password associated with the password protected portions of this Site, credit card information and educational and professional information.

Non-Personally Identifiable Information; Cookies
As part of the standard operation of this Site, we may passively collect some non-personal information about you (such as a user's IP address) using information-gathering technology, so it may not be readily apparent to you that it is being collected. This information is not personally identifiable. At this time, we do not analyze or disclose such information. The various technologies used to power the different Site sections meet or exceed all applicable federal regulations for data security and personal information protection: Secure Socket Layer (SSL) encryption is activated whenever personal data is collected, cookies stored on users' computers don't contain personally-identifiable information, and website browsing is not tracked on personal level. We will provide prior notice if and when we choose to change this practice, via email if you have one on record or through the SJA Site.

Use and Disclosure of Information
The personal information that you provide to SJA may be stored, processed and used by SJA to contact you, provide you with information about SJA (such as e-newsletters, emails or other communications), respond to your requests for information, update our records and conduct transactions with you.
We may also provide this information to authorized employees, agents or service providers acting on SJA's behalf in connection with the activities described above and other professional, technical and administrative services. SJA will only provide those employees, agents and service providers the personal information they need to perform their functions for us.

In addition, we may disclose personal information about you if you direct us to do so, or if we are required to do so as specified in more detail in "Disclosure Exceptions" below.

Except as set forth in this Privacy Policy, we will not voluntarily disclose your personally identifiable information to other third parties without your permission. We do not sell your personal information.

Privacy of Children
SJA complies with the Children's Online Privacy Protection Act ("COPPA"). COPPA requires that website operators never knowingly collect personally identifiable information from anyone under the age of 13 without prior verifiable parental consent.

To comply with COPPA, SJA has implemented technology protection measures to restrict or block access to children under the age of 13 to areas of our Site (other than areas of our Site permitting our students to access their SJA email and student portal accounts) where personal information may be likely to be collected from such children. In the event, however, that we determine that we have received via this Site personally identifiable information from a child under the age of 13, we will delete such child's personally identifiable information unless we have received verifiable consent from that child's parent or legal guardian.

SJA may, however, collect personally identifiable information from children under the age of 13 when SJA students under the age of 13 use their SJA email account to communicate with us. SJA student email accounts allow for students to share work, send files from home to SJA, communicate with their teachers and turn in class work, among other uses. SJA requires all parents and legal guardians of students under the age of 13 to
review and sign our Technology Acceptable Use Policy; otherwise, such student will not receive or will be denied access to her SJA email and student portal accounts.

If an SJA student chooses to correspond with us via email, we may store, process and/or use the personal information contained therein to communicate with the student and/or her parent or legal guardian, to address technical issues with the student's email account or access to the internet or network, to update our records and perform other administrative functions. We may retain the content of the student's email messages together with her email address and our responses. We may provide the collected information to authorized employees, agents or service providers acting on SJA's behalf in connection with the activities described above, but we will only provide those employees, agents and service providers the personal information they need to perform their functions for us. In addition, we may disclose such child's personal information if you, as her parent or legal guardian, direct us to do so, or if we are required to do so as specified in more detail in "Disclosure Exceptions" below.

If you are a parent or legal guardian and are concerned about the disclosure of personal information about your child that we may obtain via this Site, you may prohibit SJA from disclosing such information to third parties. You may also review your child's personal information, ask to have it deleted and refuse to allow any further collection or use of the child's information. If you wish to take any of the foregoing actions, please see "How to Contact Us" below for information on how to contact SJA.

SJA may also passively collect certain non-personally identifiable information from our users, which may include children under the age of 13, as further detailed in "Non-Personally Identifiable Information; Cookies" above.

For additional information on protecting children's privacy and your rights under COPPA, visit the Kids' Privacy| OnGuard Online page at the Federal Trade Commission website.
Disclosure Exceptions

Notwithstanding the above policies, we reserve the right to disclose your personal information to appropriate third parties if we are required to do so by law or we believe that such action is necessary:

- To comply with legal process such as a search warrant, subpoena or court order;
- To protect SJA's rights and property or defend against legal claims;
- To protect any other party's rights, property, and safety;
- To report to any law enforcement agency any activities that we, in good faith, believe to be unlawful;
- To investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving harassment, abusive messages or potential threats to the physical safety of any persons;
- To protect against misuse or unauthorized use of our Site; or
- During emergencies, such as when we believe someone's physical safety is at risk; or
- In the event that SJA is ever sold, acquired or otherwise transferred, we reserve the right to transfer our user databases, together with any personally identifiable information contained therein, to a third party acquiring the assets. In the event we do so, we will place a prominent notice of the sale on the home page of our Site, with links to information as to how you can change your privacy preferences.

When federally mandated, under the USA Patriot Act, SJA may be restricted from notifying individuals that such information has been disclosed.

Access and Correction

To keep your personally identifiable information accurate, current and complete, please contact us as specified below in "How to Contact Us." We will take reasonable steps to update or correct personally identifiable information in our possession that you have previously submitted via this Site.
Security

We take reasonable steps to protect your personally identifiable information as you transmit your information from your computer to our Site and to protect such information from loss, misuse and unauthorized access, disclosure, alteration or destruction. You should keep in mind that no Internet transmission is ever 100% secure or error-free. SJA cannot warrant the security of any information that you submit to us, and you do so at your own risk.

In particular, email sent to or from this Site may not be secure, and you should therefore take special care in deciding what information you send to us via email. Moreover, where you use passwords, identification numbers or other special access features on this Site, it is your responsibility to safeguard them. Remember to sign off the Site and close your browser window when you are finished. This is to ensure that others cannot pose as you online.

Links to Other Websites

This Site may contain links or references to other third-party websites. Please be aware that we do not control other third-party websites and that the inclusion of any link does not imply SJA's endorsement of, or recommendation for, the third-party organization, its website or its products or services. SJA's Privacy Policy and privacy practices do not extend to and may differ from third-party websites that can be accessed through links on our Site; as such, we are not responsible for the content, security, or privacy practices employed by other third-party websites. If you are concerned, we encourage you to read the privacy policy of every website you visit.

Other Terms

Your use of this Site is subject to our Terms of Use.
How to Contact Us
If you have any questions, comments, or concerns about this Privacy Policy or the
information practices of this Site, or if you would like to review, update and delete any
personal information that you provide to us through this Site, please contact us at
info@sja1890.org.

Changes to This Privacy Policy
SJA reserves the right to change this Privacy Policy at any time in its sole discretion
without prior notice to you. If this Privacy Policy changes, the revised policy will be
posted on this Site. Please check back periodically, and especially before you provide any
personally identifiable information.