

## Privacy Policy

Administrators of the *Somerset PTSA* website are parent volunteers. We understand the importance of online security and privacy in our connected world, especially when it comes to our schools and our kids. To summarize our policy simply:

- *We will never use any of your information or students' information for any purpose that is not directly related to serving you as a Somerset Elementary parent. We do not, under any circumstances, give your information away or sell it to anyone.* Specific details about our privacy pledge are included below.

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### Website Administrators

- The website administrators have full control of the website. They can see all of the content that has been posted to the website, all of the users' personal information, all of the students' personal information, and all information regarding orders, donations, volunteer sign ups, event registrations, and any other information captured through the website. The administrators can also change, delete, or add anything to the website. We limit our administrators to only a small number of individuals who are trusted members of our leadership team.
- Each website administrator has their own password. Administrators are encouraged to maintain strong passwords that are unique and not shared with any other website or service on the internet. If an administrator's password accidentally is exposed to an unauthorized 3rd party, that party now has complete unrestricted access to your website. *Somerset Elementary PTSA* is not responsible for unauthorized access to our website due to weak or unprotected administrator passwords.
- Any administrator has the authority to add more administrators to the website, or to remove any existing administrators from the website.

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### Website Content

- Content included text, images, documents, calendar events, announcements, articles, and other information about our school and our organization. By default, the content that we post is Public. This means that anyone who visits your website will be able to view the content. However, website administrators have the ability to mark specific content as Restricted, so that only users whom they authorize will be able to access such content.
- All of the content we post to our website, whether it is Public or Restricted, belongs to *Somerset Elementary PTSA*. *Our School Pages* staff members do have access to all of our content. However, they do not use our content for any purpose other than to support us as needed. They never share your content with 3rd parties.

- If any of the content posted to our website is deemed to be offensive, *Our School Pages* may remove the content without warning. If offensive content continues to be posted to the website, then your website will be shut down and our account will be disabled.
- *Our School Pages* is not liable for any consequences that result from visitors viewing your content. Visitors potentially can use your content for any purpose, and *Our School Pages* is not responsible for their actions. The administrators of our website are encouraged to restrict access to content appropriately, especially when it comes to information about school-related events, dates, and locations, and contact information for students, parents, and teachers.

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### User and Student Information

- Visitors to our website will have the ability to create their own user accounts on the website. Users can then enter personal information about themselves and their family into the website. This information may include names, addresses, phone numbers, email addresses, as well as grade levels and teachers for their students. A user's account will also have other information that is captured through the website over time, such as orders, donations, volunteer sign ups, event registrations, and more.
- *Our School Pages* stores all of this information into their database, which is hosted on their secure servers. All transmission of personal information to and from their servers is done using SSL (Secure Sockets Layer) technology. This technology encrypts the information as it travels across the internet, making it unreadable by snoopers on the internet.
- All user and student information is available to all of the administrators of our website. In turn, administrators may also make some or all of this information available to other users of the website through report sharing. *Our School Pages* is not responsible for information that is disseminated in this way.
- All user and student information is available to certain *Our School Pages* staff members. However, they do not view or use this information for any purpose other than to support *Somerset Elementary PTSA* as needed. They never share this information with 3rd parties.
- We have the ability to send a bulk email message to all or any subset of the students and parents who have accounts on our website. Staff members at *Our School Pages* have access to the content of these emails. However, they do not view or use this content for any purpose other than to support us as needed. They never share this information with 3rd parties.
- When we enable the Online Directory feature on our website, users' personal information and students' personal information will be made available to all

authorized users of the website. We will decide which users are authorized to access the information in the online directory.

- All passwords for users and administrators are stored in as encrypted text in *Our School Pages* secure database. *Our School Pages* staff members do not have access to passwords for users and administrators of our website.

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## Payment Information

- Users of our website may purchase items through the website's online ordering system. We offer our users the choice of paying for items with a credit card, by having them enter their credit card information online.
- All payment information, including credit card numbers, expiration dates, and security codes is sent directly and securely to the 3rd party payment gateway, (Authorize.net provider Bank of America Merchant Services). *Somerset Elementary PTSA* and *Our School Pages* never stores any payment information in their own databases, and no parent volunteers or staff member has access to any of our users' credit card numbers or other payment information. Our payment gateway (Authorize.net provider Bank of America Merchant Services) may store the payment information on behalf of our users.

August 6, 2014  
Website Administrator  
Laura Hoff