

# Chinquapin School Online Privacy Policy

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## **The Information We Collect**

The Chinquapin School website only collects information from users when a user makes a donation through our secure donation link to PayPal, Inc. or to request information about the school.

A user who donates money through the PayPal, Inc. link or requests more information about the school will be asked for:

Name

Address

Email Address

Phone Number

Credit/Debit Card Information

## **The Way We Use Information**

We use the information you provide about yourself when donating to the school or requesting more information only to process that donation or request for more information. We do not share this information with outside parties except to the extent necessary to complete the donation transaction through PayPal, Inc.

We use your email address to contact you in case of a problem with your donation or to respond to your request for more information.

## **Our Commitment to Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

## **Our Commitment to Children's Privacy**

Being a school, we understand the necessity of protecting children's privacy. We never collect or post information related to a child without providing the explicit option to opt-out. Pictures of current students and students' assignments will be posted on the website, but never without the consent of the child. All students have the option to request images or work be taken down from the website.

The donation page is not targeted to children and thus we never knowingly collect or maintain information at our website from children that we know are under 13.

## **How You Can Access or Correct Your Information**

You can access all of you personally identifiable information that we collect online and maintain by contacting Sandy Bartholome at [sandy@chinquapin.org](mailto:sandy@chinquapin.org). Through this contact, you can correct any factual errors. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

Please see our Contact Page (<http://www.chinquapin.org/contact.html>) for more information on how to contact our office.