# Privacy Policy

Colearn Academy is committed to protecting your privacy. This Colearn Academy Privacy Statement applies to data collected by Colearn Academy (CLA) and its website services.

#### **Collection of Your Personal Information**

At the CLA website, we may ask you to provide personal information, such as your email address, name, home address, or telephone number on various data collection forms within our website.

#### **Use of Your Personal Information**

CLA collects your personal information to help us efficiently contact you about your request for information and/or to contact you regarding your interest in our school. We may also use your personal information to send out surveys to share your experience with our school and help us to improve our services.

### **Sharing of Your Personal Information**

Except as required by law, we will not disclose your personal information outside of Colearn Academy. Those service providers will be permitted to obtain only the personal information they need to deliver the service. They are required to maintain the confidentiality of the information and are prohibited from using it for any other purpose.

# **Communication Preferences**

You can stop the delivery of future communication email from Colearn Academy by following the specific instructions in the email you receive.

# **Security of Your Personal Information**

At Colearn Academy, we are committed to protecting the security of your information, including personal information, and information collected for enrollment purposes. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure.

#### **Contacting Us**

CLA welcomes your comments regarding this privacy statement. If you have questions about this statement or believe that we have not adhered to it, please contact us at 1-707-260-9235 or email to Questions@colearnacademy.org.

# Acceptable Use Policy

Colearn Academy has policies regarding the use of school computers and access to the Internet.

You may <u>review our policies here</u>. [LINK TO BE INSERTED]

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