

## PRIVACY POLICY

<http://www.haverfordadultschool.org/>

Effective: 4/1/15

The Haverford Township Adult School (interchangeably, "HTAS", "We", "Our" or "Us") is committed to respecting your (interchangeably, "Your", "You" or "User") privacy. This HTAS Privacy Policy (also referred to as "Policy") governs data collection and the storage of information you submit on the HTAS Website ("Website"). It also summarizes how the information you provide is disclosed and used. However, this Policy does not apply to other online or offline sites or services. Please read this Privacy Policy and also the Terms of Use Policy located on this Website, as these policies apply at all times to your access and use of the Website.

The Website is intended for use in the U.S. only. Information of all users is collected, used and disclosed as stated in this Privacy Policy.

### **1. Links to other Websites.**

HTAS is collecting information at this Website, [www.haverfordadultschool.org](http://www.haverfordadultschool.org), only. It has no other affiliated websites at which it is collecting information. The Website may contain links to other websites and may occasionally allow other sites to use the Website and/or the HTAS name. These sites may have privacy policies that differ from this Policy, and may send their own cookies and web beacons to you, and may collect data and make use of the information that HTAS would not. Your use of the information or materials on these linked sites is purely voluntary and you should thoroughly review the legal documents on these websites before using them. The fact that these links appear on the Website does not mean that HTAS endorses or recommends that you visit these websites or that you submit information to them, nor does it mean that HTAS has knowledge of what information is collected and how such information is used by these sites. You assume all risk in the use and submission of any information on these websites.

### **2. What and How Information is Collected and Used.**

Information collected online is generally either *anonymous* or *personally identifiable*. ***Anonymous information*** refers to data that is not tied to a specific individual. For example, the HTAS may collect information concerning the areas of the Website users visit most frequently, what services users access the most, IP addresses, referral data, browser and platform type, information about the visits to the HTAS's webpages, daily number of visitors and their locations, daily requests for particular files and access to particular sections of the website. This information helps us determine what is most enjoyable or interesting to and/or helpful for our users, and how we can continually create a better overall experience for you. This is aggregated information, meaning that you and/or your personal information is not considered or used in evaluating these matters.

*Personally identifiable information*, on the other hand, refers to data that specifically states who you are – it identifies you. The HTAS collects personally identifiable information online from your registration and the correspondence you send to the HTAS. This online information may be combined with offline personal information collected about you. Examples of personally identifiable

information we collect include your name, postal address, email address, telephone number and any billing information you provide.

The HTAS does not condition your use of or participation in any of our online activities, including browsing or using our Website, on the disclosure of more information than is reasonably necessary to use the Website or participate in the activities.

We retain all of the information we gather about you in an effort to make your repeated use of our Website more efficient, practical and relevant. This information is also used in order to bill you for the billable services you use and/or courses you enroll in. You can correct, edit or update your information at any time. You can delete your information from our online database or close your account at any time, in which event we will remove all of our copies of your information except an archival copy which is not accessible on the Internet. We will destroy all but the archival copy of this information within 30 days after our receipt of your written request to close your account, unless our records reflect that your account is open due to nonpayment, legal activity, legal requirement for retention, or another similar reason. You may request edits or removal of the information by contacting us through the information provided in Section 8 of this Privacy Policy, "*Contact Us*". The personal information you provide is stored securely and is accessible only by designated staff.

### **3. How Personally Identifiable Information is Stored and Disclosed.**

HTAS does not disclose to third parties *personally identifiable information* that is provided to us, except to further the purpose for which you provide the information and to those who may be engaged by us specifically to handle and deliver the services and courses. These third parties have access to *personally identifiable information* to perform their functions, but may not use it for other purposes. Additionally, *personally identifiable information* may be forwarded to a third party as part of a complaint, or as required by law, or as pertinent to judicial or governmental investigations or proceedings, or to enforce our Terms of Use and other agreements, or to protect the rights, property or safety of our Website, the users of our website, HTAS staff, instructors and students, and others.

### **4. Internet Tags/Web Beacons, Other Tracking Capabilities.**

We do not use Internet tags, web beacons, spyware, keyloggers, or any other passive tracking on this Website.

### **5. Security Measures**

HTAS is committed to protecting the security of your personal information gathered online. We employ commercially reasonable measures to accomplish this goal, including employing security technology, including encryption and other security software, and passwords to help protect your personal information from unauthorized access, use, accidental loss, or disclosure. In addition, we undertake commercially acceptable efforts to comply with legally applicable data protection, disclosure, and notification requirements. Further, only necessary authorized HTAS personnel have access to the information you provide to us. For example, we store the personal information you provide on computer systems with access limited to those HTAS staff who need access to this information in order to perform their administrative duties for HTAS. As another example, when we

transmit highly confidential information over the Internet, we protect it through the use of encryption, such as the Secure Socket Layer (SSL) Protocol.

As stated above, we attempt to limit access to our password protected database to only registered users, our HTAS System Administrators, and law enforcement and national security agencies, but we cannot guarantee that other parties will not gain access to this database. However, we cannot guarantee that unauthorized third parties will never be able to defeat those measures to gain access to and use your personal information for improper purposes. We are not responsible for the use made by third parties who wrongfully access your account and/or our password protected database.

HTAS provides its registered users the ability to input, access and edit the personal information on this Website. You can access your user profile by entering your username and password. You are ultimately responsible for the security of your username and password. Please take care when using and storing them. HTAS recommends that you do not share your password with anyone. You are responsible for the actions of anyone who uses your username and password, including being responsible for any improper or illegal activities such third parties may conduct. You should log out of your browser at the end of each computer session to ensure that others cannot access your personal information, especially if several people have access to your personal computer or you are using a computer in a public place.

**6. Use of Website Signifies Your Acceptance of this Policy.**

**BY USING THIS WEBSITE, YOU ARE SIGNIFYING YOUR ACCEPTANCE OF THE PRACTICES DESCRIBED IN THIS PRIVACY POLICY. YOU ARE ALSO SIGNIFYING YOUR AGREEMENT TO RECEIVE ANY REQUIRED LEGAL NOTICES ABOUT OUR PRIVACY PRACTICES THROUGH THE CONTINUOUS POSTING OF A LINK NEAR THE BOTTOM OF MOST PAGES TO THE CURRENT VERSION OF THIS PRIVACY POLICY.**

**7. Enforcement**

**THE HTAS WILL ENFORCE THIS PRIVACY POLICY TO THE FULLEST EXTENT PERMITTED BY LOCAL, STATE AND FEDERAL LAW, AS WELL AS THROUGH THE HTAS'S TERMS OF USE. WE MAY MODIFY, SUSPEND, DISCONTINUE, OR RESTRICT THE USE OF ALL OR ANY PORTION OF THE WEBSITE, INCLUDING THE AVAILABILITY OF ALL OR ANY PORTION OF THE CONTENT, AT ANY TIME, WITHOUT NOTICE OR LIABILITY. WE MAY DENY ACCESS TO ANY PERSON OR USER AT ANY TIME FOR ANY REASON.**

**8. Contact Information**

The HTAS welcomes your comments about this Privacy Policy. If you have questions, or comments, please contact us at [info@haverfordadultschool.org](mailto:info@haverfordadultschool.org) or call (610) 446-8022.