



BOARD POLICY

Title: WEBSITE PRIVACY POLICY Policy No: 35

Date Originally Adopted By Board: 10/30/2018

Date of Revisions:

PRIVACY POLICY

PURPOSE

Options for Learning is committed to respecting the privacy rights of the users of its website. We created this Privacy Policy to give you confidence as you visit and use the website and to demonstrate our commitment to fair information practices and the protection of your privacy. This Privacy Policy is only applicable to our website, and not to any other websites that you may be able to access from our website, each of which may have data collection and use practices and policies that may differ from this Privacy Policy.

What personal information do we collect from people that visit our website?

When making inquiries on our website, you may be asked to enter your name, email address, mailing address, phone number, child's date of birth, child's school, family size and income documents or information to help with identifying child care needs.

When do we collect information?

We collect information from you when you subscribe to a newsletter, respond to a survey, fill out a form or enter information on our website.

How do we use information?

We may use the information we collect from you when you complete a form, sign up for a newsletter, respond to a survey/other communication, browse the website, or use certain website features to:

- Personalize your experience and allow us to deliver tailored content.
- Improve our website in order to better serve you.
- Allow us to better service you in responding to your customer service requests.
- Administer a survey or other website feature.
- Quickly process inquiries.
- Send periodic emails regarding our services.

How do we protect visitor information?

Personal information is accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. We implement a variety of security measures when a user enters, submits, or

accesses information to prevent the loss, misuse or alteration of the information we obtain from you, but we make no assurances about our ability to prevent any such loss, use or alteration of the information you provide to us. All transactions are processed through a third party gateway provider and are not stored or processed on our servers.

Do we use 'cookies'?

We use "cookies" on this website. A cookie is a piece of data stored on your computer to help us improve your access to our website and identify repeat visitors to our website. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our website. Cookies can also enable us to track and target the interests of our users to enhance the experience on our website. Usage of a cookie is in no way linked to any personally identifiable information on our website. Cookies are used to help us compile aggregate data about website traffic and website interaction so that we can offer better website experiences and tools in the future. You can choose whether to accept cookies by changing the settings on your browser. However, if you choose to disable this function, your experience on our website may be diminished and some features may not work as they were intended.

Third party cookies

Third-party vendors use first-party cookies or other third-party identifiers together to compile data regarding user interactions with ad impressions, and other ad service functions as they relate to our website. We have no access to or control over these cookies.

Third party disclosure

We do not sell, trade, or otherwise transfer your personal information to outside parties. This does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our website policies, or protect ours or others' rights, property, or safety.

Third party links

Occasionally, at our discretion, we may include third party services or links on our website. These third party websites have separate and independent privacy policies. We are not responsible for the content or privacy practices of such other websites and it is your responsibility to review the privacy policies at those websites to confirm that you understand and agree with their policies.

Access to Information and Opting Out

You can do the following at any time by contacting us via the email address or phone number given on our website:

- Opt out of any future contacts from us
- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data

Alternatively, you can opt out by visiting the Network Advertising initiative opt out page or permanently using the Google Analytics Opt-Out Browser add on.

How does our website handle tracking?

We honor “do not track” signals and we do not plant cookies or use advertising when a Do Not Track (DNT) browser mechanism is in place. We only allow third party non-personally identifiable behavioral tracking, such as Google Analytics.

We may use Google AdSense Advertising on our website. Google (3rd party vendor) uses cookies to serve ads on our website. Google’s use of the DART cookie enables it to serve ads to our users based on their visit to our website and other websites on the Internet. Users may opt out of the use of the DART cookie by visiting the Google ad and content network privacy policy.

Data Breaches

We will notify affected users by email if a data breach has occurred.

Contacting us

If there are any questions regarding this Privacy Policy you may contact us at the address or email noted below.

Options for Learning - 885 So. Village Oaks Drive, Covina, CA. 91724

Email: Communications@optionsforlearning.org

Updates and Changes

We reserve the right, at any time, to add to, change, update or modify this Privacy Policy, simply by posting such change, update or modification on the website without any other notice to you. Any such change, update, or modification will be effective immediately upon posting on the website. It is your responsibility to review our Privacy Policy from time to time to ensure that you continue to agree with all of its terms.