

CCPS Website Privacy Policy

Last updated: March 17, 2021

This Website Privacy Policy describes Carroll County Public Schools' (CCPS) policies and procedures on the collection, use, and disclosure of your information when you use the CCPS website, is intended to explain the current CCPS internet privacy practices, and shall not be construed as a contractual promise. CCPS reserves the right to amend its website privacy policy at any time without notice.

The CCPS website is a service of CCPS and exists to provide the general public and the CCPS community with information about our school system along with tools for the CCPS community to engage and participate in CCPS programs and activities.

CCPS collects no personally identifiable information about you when you visit and browse our website unless you voluntarily provide such information to us by submitting information on the website, completing online forms, responding to surveys, creating accounts, entering your contact information to receive newsletters and alerts, responding to an employment or volunteer opportunity, or otherwise. However, CCPS does collect and store non-personally identifying technical information for the purposes of website maintenance, security, and diagnosing system performance, as further described below

Interpretation and Definitions

Interpretation

The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

Definitions

For the purposes of this Privacy Policy:

Account means a unique account created for and/or by you to access our Service or parts of our Service.

School District (referred to as either "the District", "We", "Us" or "Our" in this Agreement) refers to Carroll County Public Schools, 125 North Court Street, Westminster, MD 21157.

Cookies are small files that are placed on your computer, mobile device or any other device by a website, containing the details of your browsing history on that website among its many uses.

Country refers to: Maryland, United States

Device means any device that can access the Service such as a computer, a cellphone or a digital tablet.

Personal Data is any information that relates to an identified or identifiable individual.

Service refers to the CCPS Website.

Service Provider means any natural or legal person who processes the data on behalf of the School District. It refers to third-party companies or individuals employed by the School District to facilitate the Service, to provide the Service on behalf of the School District, to perform services related to the Service or to assist the School District in analyzing how the Service is used.

Usage Data refers to data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).

Website refers to Carroll County Public Schools Website, accessible from <http://www.carrollk12.org>, and includes general audience pages maintained by the School District within its website.

You means the individual accessing or using the Service, or the School District, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable.

Collecting and Using Your Personal Data

Types of Data Collected

Personal Data

In order to use certain aspects of our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to:

Email address

First name and last name

Personally identifiable information is provided by you on a strictly voluntary basis to access certain pages and participate in specific activities on the Service, such as responding to surveys, signing up for alerts and newsletters, signing up for events or for volunteering/employment opportunities, etc. You will not be required to provide personally identifiable information to generally access the Service and browse the District website. By entering your personal data on the Service, you consent to provide such personal data to CCPS for the uses described herein and subject to the conditions further described herein.

Usage Data

Usage Data is collected automatically when using the Service.

Usage Data may include information such as your Device's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that you visit, the time

and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When you access the Service by or through a mobile device, we may collect certain information automatically, including, but not limited to, the type of mobile device you use, your mobile device unique ID, the IP address of your mobile device, your mobile operating system, the type of mobile Internet browser you use, unique device identifiers and other diagnostic data.

We may also collect information that your browser sends whenever you visit our Service or when you access the Service by or through a mobile device.

Tracking Technologies and Cookies

We use Cookies and similar tracking technologies to track the activity on our Service and store certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyze our Service. The technologies we use may include:

- **Cookies or Browser Cookies.** A cookie is a small file placed on your Device. You can instruct your browser to refuse all Cookies or to indicate when a Cookie is being sent. However, if you do not accept Cookies, you may not be able to use some parts of our Service. Unless you have adjusted your browser setting so that it will refuse Cookies, our Service may use Cookies.

Cookies can be "Persistent" or "Session" Cookies. Persistent Cookies remain on your personal computer or mobile device when you go offline, while Session Cookies are deleted as soon as you close your web browser. You can learn more about cookies here: [All About Cookies by TermsFeed](#).

We use both Session and Persistent Cookies for the purposes set out below:

Necessary / Essential Cookies

Type: Session Cookies

Administered by: Us

Purpose: These Cookies are essential to provide you with services available through the Website and to enable you to use some of its features. They help to authenticate users and prevent fraudulent use of user accounts. Without these Cookies, we cannot provide all of the services available on the website and we only use these Cookies to provide you with those services.

Cookies Policy / Notice Acceptance Cookies

Type: Persistent Cookies

Administered by: Us

Purpose: These Cookies identify if users have accepted the use of cookies on the Website.

Functionality Cookies

Type: Persistent Cookies

Administered by: Us

Purpose: These Cookies allow us to remember choices you make when you use the Website, such as remembering your login details or language preference. The purpose of these Cookies is to provide you with a more personal experience and to avoid you having to re-enter your preferences every time you use the Website.

Use of Your Personal Data

The School District may use Personal Data voluntarily provided by you for the following purposes:

To provide and maintain our Service, including to monitor the usage of our Service.

To manage Your Account: if you maintain an account within the Service, to manage your registration as a user of the Service. The Personal Data you provide can give you access to different functionalities of the Service that are available to you as a registered user.

To contact you: To contact you by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the Service

To provide you with news, alerts, and general information about School System programs and activities, unless you have opted not to receive such information.

To manage your requests: To attend and manage your requests and communications to us.

For other purposes: We may use your information for other purposes, such as data analysis, identifying usage trends, determining the effectiveness of our outreach campaigns and to evaluate and improve the Service.

We will not share your personal information.

Retention of Your Personal Data

The School District will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

The School District will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our Service, or we are legally obligated to retain this data for longer time periods.

The School District may share Personal Data and/or Usage Data with Service Providers to the same extent and under the same conditions outlined in this Policy.

Transfer of Your Personal Data

Your information, including Personal Data, is processed at the School District's operating offices and in any other places where the School District's Service are located. It means that this information may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

The School District will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

Disclosure of Your Personal Data

Law enforcement

Under certain circumstances, the School District may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

Other legal requirements

The School District may disclose your Personal Data in the good faith belief that such action is necessary to:

- Comply with a legal obligation
- Protect and defend the rights or property of the School District
- Prevent or investigate possible wrongdoing in connection with the Service
- Protect the personal safety of Users of the Service or the public
- Protect against legal liability

Security of Your Personal Data

The security of your Personal Data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

Links to Other Websites

Our Service may contain links to other websites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Changes to this Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Website Privacy Policy Only

This website privacy policy applies only to information collected through our website and not to information collected offline.

Consent to Website Privacy Policy

By using the Service, you consent to our website privacy policy.

Contact Us

If you have any questions about this Website Privacy Policy, you can contact us via email at:

publicinformation@carrollk12.org