**PRIVACY POLICY**

**LAST UPDATED AND EFFECTIVE: October 25, 2022**

St. Edward High School understands the value of your privacy and has made efforts to safeguard it when you provide personal data to us online. This privacy policy reflects our privacy practices regarding the collection, use, disclosure, security, and retention of personal data you share with us online. Please take time to read this Privacy Policy carefully. Please also review our [Terms of Use](https://www.sehs.net/terms-of-use).

**BY USING THE SITE, YOU EXPRESSLY AGREE TO THE COLLECTION, USE, DISCLOSURE, RETENTION, AND DESTRUCTION OF YOUR PERSONAL DATA SUBMITTED TO US IN ACCORDANCE WITH THIS PRIVACY POLICY.**

1. **Who Is Collecting Your Personal Data?**

St. Edward High School, sponsored by the Brothers of Holy Cross ("us," "we," "our" or “St. Ed’s”) offers and maintains the websites located at [www.sehs.net](http://www.sehs.net) and [www.stedwardeagles.com](http://www.stedwardeagles.com), including all subdomains and subparts, as well as our social media accounts on Facebook, Twitter, YouTube, Vimeo, and other platforms (collectively, the “Site”). When you visit the Site, you may choose to provide us with personal data that identifies you or your child. This Privacy Policy explains how we process and use personal data, and it applies regardless of how you access the Site.

1. **What Personal Data Do We Collect?**

We collect different information about different users of our Site, depending on our relationship with you. You may be a prospective, current, or former student of St. Ed’s. You may be a parent, guardian, relative, emergency contact, friend, healthcare provider, academic support professional, or family clergy of a prospective or current student of St. Ed’s. You may be a St. Ed’s alum, donor, or supporter of St. Ed’s athletics or arts. We collect the following information that identifies you (“Personal Data”), as follows:

|  |
| --- |
| **About prospective, current, or former students:** |
| * Name * Contact information, including home address, email address, telephone number, and other contact details * Age, date of birth, current grade * Log-in and password * Photograph of your face * Parent/guardian and family identification and contact information * Current school and contact information * Academic, extracurricular, or career interests, achievements, or activities, including grade and testing information, essay responses, academic recommendations, athletic, arts, and event participation * Relationship(s) to St. Ed’s students or alumni * Financial information about you or your family, including family income and expenses * Vehicle description, driver’s license number, and license plate number * Information about your race, ethnicity, nationality, or religion * Medical and mental health information, including insurance carrier and policy information, vaccination history, allergies, disabilities requiring accommodation or support, and other information * Employer or prospective employer identity and contact information * Content of your interactions with or messages to us, including orders, emails, texts, chats, and communication through social platforms or other feedback |
| **About parents or guardians of prospective or current St. Ed’s students:** |
| * Name * Contact information, including home address, email address, telephone number, and other contact details * Student and family identification and contact information * Log-in and password * Financial and payment information, including credit card or banking information, your income and expenses * Vehicle description, driver’s license number, and license plate number * Information about your race, ethnicity, nationality, or religion * Insurance carrier and policy number * Employer information * Content of your interactions with or messages to us, including orders, emails, texts, chats, and communication through social platforms or other feedback |
| **About relatives, emergency contacts, friends, healthcare providers, academic support professionals, or family clergy:** |
| * Name * Contact information, including home or business address, email address, telephone number, and other contact details * Student and family identification and contact information * Content of your interactions with or messages to us, including orders, emails, texts, chats, and communication through social platforms or other feedback |
| **About alums, donors, or supporters of St. Ed’s athletics or arts:** |
| * Name * Contact information, including home or business address, email address, telephone number, and other contact details * Log-in and password * Relationship to St. Ed’s or its students and class year, if applicable * Payment information, including credit card or banking information * Educational achievements * Career information * Family information, including your spouse/partner, children, and/or St. Ed’s relatives; * Content of your interactions with or messages to us, including orders, emails, texts, chats, and communication through social platforms or other feedback |

When you visit the Site, we also collect data from the device or browser through which you access the Site (“Log Data”), such as:

* Your internet protocol (“IP”) address
* Device ID
* Device and browser type
* Browser version
* Statistics on your activities on the Site (such as the date and time of visits, the pages viewed, time spent at the Site)
* Information about how you came to the Site
* Data collected through Cookies or other similar technologies discussed in more detail in our Cookie Policy.

Much of this Log Data does not identify you personally. However, we may associate this Log Data with your Personal Data. When we do, we will treat any such combined data as Personal Data until such time as it can no longer be associated with you or used to identify you.

1. **How Do We Use Your Personal Data?**

We use Personal Data for the purposes for which you provided it, including to enable you to:

* access and use our Site;
* access parent and student portals to manage schedules and course work, view grades and assignments, and submit school work and forms;
* access learning, disciplinary, and athletic resources;
* submit absence information;
* access, complete, and submit forms to participate in school, athletic, arts, or other extracurricular activities;
* access and submit voucher, scholarship, and tuition assistance forms, programs and applications;
* pay school fees, manage student meal accounts, buy school event tickets, and apply for free and reduced meals;
* register and pay for admission testing, register for open house tours and Edsman for a Day, and apply for admission;
* communicate with us via email or other messages, including to submit prayer requests or bias incident reports and receive timely communications about academic, athletic, or other school activities;
* sign up for and receive our newsletter;
* use college and career planning and assessment tools;
* sign up for Service Learning and St. Ed’s volunteer opportunities;
* register and pay for school photographs, retreats, theater tickets, yearbooks, hockey prospect camp, summer enrichment, and other events;
* browse or purchase items from our bookstore, including delivery to you of purchased items;
* donate or make a pledge to St. Ed’s; and
* participate in alumni activities and networks, including reunions, alumni directories, professional events, fundraising activities, and class ambassadors.

We may also use your Personal Data or Log Data to administer our internal business activities, including to:

* send you service, support, and administrative messages, reminders, technical notices, updates, security alerts, and information requested by you;
* operate, protect, improve, and optimize our Site, services, and our users’ experience, such as to perform analytics, conduct research, and for marketing;
* design and arrange the Site content and functionality in the most user-friendly manner;
* better understand requirements and visitors to the Site;
* create non-personally identifiable data to be used for marketing;
* detect unauthorized activity on the Site;
* manage your account;
* provide a Site that is reliable, responsive, and efficient; and
* comply with our legal obligations, resolve any disputes that we may have with any of our users, and enforce our agreements with third parties.

1. **How Do We Share Your Personal Data?**

**Sharing Personal Data With Affiliates and Service Providers**

For purposes consistent with this Privacy Policy, we may share your Personal Data with:

* our parent, subsidiary, and/or affiliate entities, and employees;
* other companies we engage to perform service-related functions, such as:
  + vendors who provide web hosting, software, platforms, and cloud services for the transmission, analysis, and use of data;
  + backup and disaster recovery service providers;
  + communications service providers;
  + session recording and remote access services;
  + billing and payment processors; and
  + our legal and financial advisors.

We disclose your Personal Data to selected third parties who also hold other information about you. These third parties may combine that information to enable them and us to develop anonymized insights so that we can better understand your preferences and interests, personalize your experience, and enhance the products and services that you receive. Third parties with whom we share your Personal Data maintain and use it to the extent they need the information to perform their functions for us and in accordance with their own privacy policies.

**Sharing With Other Alumni**

If you have opted to participate in alumni networks or events, we may share your Personal Data with other alumni for purposes related to alumni activities, as directed or requested by you.

**Sharing Data Through Social Media**

We work with social media sites like Facebook, YouTube, Instagram, Twitter, and Google, and with application developers who specialize in social commerce so you can connect to us, share your interests, express opinions, purchase our products, and generate interest in St. Ed’s among members of your social networks.

Using these integrated tools enables you to share your Personal Data with other individuals or the public, depending on the settings that you have established with social networking websites. If you use third party social media features available on our Site, we or the third party may collect or share your data, including your Personal Data.

If you do not want us to be able to access information about you, including Personal Data, from Third Party Sites, you must limit data collection and disclosure in the privacy settings on the Third Party Sites. We reserve the right to remove the Personal Data or other data of any person for any reason we, in our sole discretion, deem appropriate.

**Legally Compelled Disclosure of Personal Data**

**We may disclose your Personal Data if required to do so by law or in our good faith belief that such action is necessary to:**

* **comply with a legal obligation;**
* **protect or defend our rights, interests, or property, or that of third parties;**
* **prevent or investigate possible wrongdoing in connection with the Site;**
* **act in urgent circumstances to protect the personal safety of users of the Site or the public; or**
* **protect against legal liability.**

1. **What Are Your Rights About The Processing Of Your Personal Data?**

**Privacy of Children**

We do not intentionally collect the Personal Data of children under the age of 13, except when it is provided directly by a parent or guardian. If we discover that we have inadvertently received Personal Data of a child under the age of 13 without prior authorization, we will delete such Personal Data unless we receive verifiable consent from that child's parent or guardian to keep it.

We will take reasonable steps to update or correct your Personal Data submitted through the Site, upon verification of your identity. You may in some cases be able to change or update your own information by contacting us as specified below.

We may disclose a child’s Personal Data at the request of their parent or guardian. A parent or guardian may request that we not disclose Personal Data about their child to third parties, except as required and described in the section above entitled “Legally Compelled Disclosure of Personal Data.” You may review your child’s Personal Data, ask to have it deleted, and refuse to allow any further collection or use of the child’s information, except as necessary to provide ongoing academic or other services and support to a current student of St. Ed’s. If you wish to limit or change the collection or use of a child’s Personal Data, please contact St. Ed’s at the contact information listed below.

**Privacy of Adults**

You have the right to consent or withdraw your consent to the processing of your Personal Data at any time, subject to exceptions defined by law. If you change your privacy preferences in the future, that will not limit the lawfulness of any processing performed based on your prior consent. To withdraw consent, please contact us at the contact information listed below and specify what you would like us to do.

To stop email communications from us, you can also follow the unsubscribe instructions set forth at the bottom of our e-mail messages. If you choose to limit our use of your Personal Data, you may not have access to certain functionality of the Site, such as alumni networks and events.

1. **How We Secure Your Personal Data**

We make reasonable efforts to secure your Personal Data, however, no network, server, database, or Internet or e-mail transmission, is ever fully secure or error free. Therefore, you should take special care in deciding what Personal Data you send to us electronically.

1. **How Do We Use Cookies?**

**What Are Cookies?**

A cookie is a piece of information that is placed on your web browser or device when you access and/or use the Site. Cookies store text and can later be read back by the Site or third parties. Cookies can remember the information you access on one webpage to simplify your subsequent interactions with the Site or to use the information to streamline your transactions on related webpages.

**What Do You Use Cookies For?**

We use cookies to recognize your browser and you as a unique visitor to the Site through an anonymous unique identifier. We use cookies to:

* monitor and analyze how you use the Site;
* remember your preferences to make your online experience easier and more personalized;
* route Site traffic to effectively distribute the Site workload across servers; and
* test new features.

**How You Can Manage Cookies**

You can manage cookies through your web browser's option settings. You may be able to be notified when you are receiving new cookies and disable or delete cookies. Please refer to your web browser's help section for information on whether you can and how to do this.

Many of the third party technologies that enable targeted banner advertising also allow you to opt out. Such third party service providers include Adroll, Rubicon, Google, Media Math, Perfect Audience, Quantcast, Retargeter, and Yahoo! among others. You can control your preferences directly with each such third party service provider.

You can learn more about cookies at the following third-party websites:

* All About Cookies: <http://www.allaboutcookies.org/>; and
* Network Advertising Initiative: <http://www.networkadvertising.org/>.

Note that if you disable, delete, or refuse to accept cookies, you may not be able to use some features of the Site and/or some of our pages might not display properly.

Do Not Track (DNT) is an optional browser setting that allows you to express your preferences regarding tracking by advertisers and other third-parties. We do not currently respond to DNT signals. Therefore, please be advised that third party web analytics companies may collect information about your online activities over time and across our website and other online properties.

1. **What Data Is Not Covered By The Privacy Policy?**

**The limitations in and requirements of this Privacy Policy do not apply to:**

* **Third Party Sites: A**ny data you disclosed on websites not operated or controlled by us (“Third Party Sites”), even though we may provide links to them on the Site or in our emails. We are not responsible for the policies and practices employed by, or the content of, Third Party Sites. We suggest contacting those sites directly for information about their privacy policies and practices.
* **Non-Personally Identifiable Data: Any non-personally identifiable data we collect, including, without limitation, Log Data, domain names of your Internet Service Provider, your approximate geographic location, a record of your usage of the Site, the time of your usage, and aggregated personally identifiable information, but only to the extent the foregoing cannot be used to specifically identify you.**
* **Aggregated Personal Data: Any aggregated Personal Data that can no longer be used to identify you will be treated as non-personally identifiable data under this Privacy Policy.**

1. **International Privacy Laws**

**If you are visiting the Site from outside the United States, please be aware that you are sending information (including Personal Data) to the United States where our servers are located. That information may then be transferred within the United States or back out of the United States depending on the type of information and how it is stored by us. We will hold and process your Personal Data in accordance with privacy laws in the United States and this Privacy Policy. Please note that privacy laws in the United States may not be the same as, and in some cases may be less protective than, the privacy laws in your country, and while in the United States Personal Data may be subject to lawful access requests by government agencies.**

1. **What If We Change This Privacy Policy?**

**We may occasionally make changes to this Privacy Policy.** If we wish to use your Personal Data for a new purpose not covered by this Privacy Policy, we will provide you with a new Privacy Policy explaining this new use prior to commencing the processing of your Personal Data pursuant to the new Privacy Policy and setting out the relevant purposes and processing conditions. If we change this Privacy Policy, your continued use of the Site or submission of Personal Data to us will signify your express consent to new uses of your Personal Data.

1. **How You Can Resolve A Privacy Dispute With Us**

**If you have a complaint about this Privacy Policy or our privacy practices, we will work with you in an attempt to resolve your complaint. Please contact us at** [mstepnowsky@sehs.net](mailto:mstepnowsky@sehs.net)**. Please also refer to the arbitration procedures described in the Dispute Resolution section of the Site’s Terms of Use. BY USING THE SITE OR SUBMITTING YOUR PERSONAL DATA TO US, WE EACH AGREE TO SETTLE DISPUTES ONLY BY NON-CLASS, INDIVIDUAL ARBITRATION, INSTEAD OF SUING IN COURT (EXCEPT CERTAIN SMALL CLAIMS). THE RULES IN ARBITRATION ARE DIFFERENT. THERE IS NO JUDGE OR JURY, LIMITED DISCOVERY RIGHTS, AND REVIEW IS LIMITED, BUT AN ARBITRATOR CAN AWARD THE SAME DAMAGES AND RELIEF, AND MUST HONOR THE SAME LIMITATIONS STATED IN THE AGREEMENT, AS A COURT WOULD.**

**To initiate an arbitration proceeding, you must send us a notice of your complaint that includes a written statement of your name, address, and contact information, the facts giving rise to your complaint, and the relief you are requesting (the “Dispute Notice”). The Dispute Notice must be addressed to:** St. Edward High School, 13500 Detroit Avenue, Lakewood, Ohio 44107, **and sent to us by certified mail as described in the Dispute Resolution section of the Site’s Terms of Use. If we do not reach an agreement to resolve your privacy complaint within sixty (60) days after we receive your Dispute Notice, you may commence an arbitration proceeding under the Dispute Resolution section of the Site’s Terms of Use.**

1. **How Can I Contact You?**

If you have any questions about this Privacy Policy, **our** practices, or your dealings with **us**, or to exercise any and all of your rights, please contact **us** at [dwallenhorst@sehs.net](mailto:dwallenhorst@sehs.net) and [techsupport@sehs.net](mailto:techsupport@sehs.net).