# **Privacy Policy**

This privacy policy sets out how Christ the Teacher Catholic School uses and protects any information that you give Christ the Teacher Catholic School when you use this website.

Christ the Teacher Catholic School and the Diocese of Wilmington are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then, you can be assured that it will only be used in accordance with this privacy statement.

Christ the Teacher Catholic School and the Diocese of Wilmington may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from July 11, 2012.

#### What we collect

We may collect the following information:

- name, organization, and job title
- contact information including email address
- demographic information such as address and zip code, preferences, and interests
- billing and credit card information, when applicable
- other information relevant to customer surveys and/or offers

### What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our resources and services.
- We may periodically send promotional emails about new resources, events, and activities that we think you may find interesting using the email address that you have provided.
- From time to time, we may also use your information to contact you for fundraising purposes. We may contact you by email or mail. We may use the information to customize the website according to your interests.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

- A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.
- We use traffic log cookies to identify which pages are being used. This
  helps us analyze data about webpage traffic and improve our website in
  order to tailor it to customer needs. We only use this information for
  statistical analysis purposes and then the data is removed from the
  system.
- Overall, cookies help us provide you with a better website by enabling us
  to monitor which pages you find useful and which you do not. A cookie in
  no way gives us access to your computer or any information about you,
  other than the data you choose to share with us.
- You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

#### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information that you provide whilst visiting such sites and this privacy statement does not govern such sites. You should exercise caution and look at the privacy statement applicable to the website in question.

## Controlling your personal information

- If you have previously agreed to us using your personal information for fundraising purposes, you may change your mind at any time by writing to or emailing us at (slking@christtheteacher.org)
- When you receive an email from Christ the Teacher Catholic School, you will be given the opportunity to opt out of further emails.
- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.
- We may use your personal information to send you promotional information about third parties that we think you may find interesting if you tell us that you wish this to happen.