

# **Privacy Policy**

Conejo Valley Adult Education (the "website" or "Site"), also known as Conejo Valley Adult School, is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Privacy Policy applies to the Site and governs data collection and usage. By using the Conejo Valley Adult Education website, you consent to the data practices described in this statement.

We understand that privacy online is important to users of our Site, especially when conducting business. This statement governs our privacy policies with respect to those users of the Site ("Visitors") who visit without transacting business and Visitors who register to transact business on the Site and make use of the various services offered by Conejo Valley Adult Education (collectively, "Services") ("Authorized Customers").

## **Personally Identifiable Information**

"Personally Identifiable Information" refers to any information that identifies or can be used to identify, contact, or locate the person to whom such information pertains, including, but not limited to, name, address, phone number, date of birth, gender, fax number, email address, financial profiles, and credit card information. Personally Identifiable Information does not include information that is collected anonymously (that is, without identification of the individual user) or demographic information not connected to an identified individual.

## **What Personally Identifiable Information is collected?**

We may collect basic user profile information from all of our Visitors. We collect the following additional information from our Authorized Customers: the names, addresses, birth date, phone numbers and email addresses of Authorized Customers as well as other demographic information.

## **What organizations are collecting the information?**

In addition to our direct collection of information, our third party service vendors (such as our online registration company, credit card companies, clearinghouses and banks) who may provide such services as credit, insurance, and escrow services may collect this information from our Visitors and Authorized Customers. We do not control how these third parties use such information, but we do ask them to disclose how they use personal information provided to them from Visitors and Authorized Customers. Some of these third parties may be intermediaries that act solely as links in the distribution chain, and do not store, retain, or use the information given to them.

## **How does the Site use Personally Identifiable Information?**

We use Personally Identifiable Information to customize the Site, to make appropriate service offerings, and to fulfill buying and selling requests on the Site. We may email Visitors and Authorized Customers about research or purchase and selling opportunities on the Site or information related to the subject matter of the Site. We may also use Personally Identifiable Information to contact Visitors and Authorized

Customers in response to specific inquiries, or to provide requested information. By entering an email address on the Site, Authorized Customers are voluntarily opting-in to receive promotional and business related emails from the Site.

### **With whom may the information may be shared?**

Personally Identifiable Information about Authorized Customers will not be shared. We also offer the opportunity to "opt-out" of receiving information or being contacted by us via the appropriate links on our website or within promotional emails using an unsubscribe link.

### **How is Personally Identifiable Information stored?**

Personally Identifiable Information collected by Conejo Valley Adult Education is securely stored and is not accessible to third parties or employees of Conejo Valley Adult Education except for use as indicated above.

### **Are Cookies Used on the Site?**

A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you. The Site uses "cookies" to help you personalize your online experience, to obtain preferences of visitors and the services they select, and for security purposes to protect our Authorized Customers.

### **How does Conejo Valley Adult Education/School use login information?**

Conejo Valley Adult Education/School uses login information, including, but not limited to, IP addresses, ISPs, and browser types, to analyze trends, administer the Site, track a user's movement and use, and gather broad demographic information.

### **What partners or service providers have access to Personally Identifiable Information from Visitors and/or Authorized Customers on the Site?**

Conejo Valley Adult Education has entered into and will continue to enter into partnerships and other affiliations with a number of vendors. Such vendors may have access to certain Personally Identifiable Information on a need to know basis for evaluating Authorized Customers for service eligibility. Our privacy policy does not cover their collection or use of this information. Disclosure of Personally Identifiable Information to comply with law. We will disclose Personally Identifiable Information in order to comply with a court order or subpoena or a request from a law enforcement agency to release information. We will also disclose Personally Identifiable Information when reasonably necessary to protect the safety of our Visitors and Authorized Customers.

### **How does the Site keep Personally Identifiable Information secure?**

All of our employees are familiar with our security policy and practices. The Personally Identifiable Information of our Visitors and Authorized Customers is only accessible to a limited number of qualified employees who are given a password in order to gain access to the information. Sensitive information, such as credit card numbers or social security numbers, is protected by encryption protocols, in place to protect information sent over the Internet. While we take commercially reasonable measures to maintain a

secure site, electronic communications and databases are subject to errors, tampering and break-ins, and we cannot guarantee or warrant that such events will not take place and we will not be liable to Visitors or Authorized Customers for any such occurrences.

### **How can Visitors correct any inaccuracies in Personally Identifiable Information?**

Visitors and Authorized Customers may contact us to update Personally Identifiable Information about them or to correct any inaccuracies by emailing us at [info@conejoadulted.org](mailto:info@conejoadulted.org).

### **What choices are available to Visitors regarding collection, use and distribution of the information?**

Visitors and Authorized Customers may opt-out of receiving unsolicited information from or being contacted by us and/or our vendors and affiliated agencies by responding to emails as instructed, or by contacting us at [info@conejoadulted.org](mailto:info@conejoadulted.org).

### **Additional components to our Privacy Policy**

Conejo Valley Adult Education/School is an integral part of the Conejo Valley Unified School District (CVUSD). This Site is also subject to the Privacy Policy / Privacy Statement of the CVUSD website; that privacy statement appears at [www.conejousd.org/privacy](http://www.conejousd.org/privacy). In the rare event of discrepancy in the policies, the Conejo Valley Adult Education/School policy preempts that of CVUSD.

### **Links to other websites**

The Conejo Valley Adult Education/School website contains links to other, “external” websites. We encourage you to read the privacy statements of these linked sites as their privacy policies may differ from ours.

### **What happens if the Privacy Policy Changes?**

This Privacy Policy is subject to change without notice; however, we will let our Visitors and Authorized Customers know about changes to our privacy policy by posting such changes on the Site.

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