

## **HighPointe Academy Internet Site Privacy Policy**

Welcome to the HighPointe Academy, Internet site (the "Site"). The Site is owned and operated by HighPointe Academy ("HPA"). This page contains the HPA Internet Privacy Policy (the "Privacy Policy"). The Site is made available only to those who agree to this Privacy Policy and the HighPointe Academy, Terms and Conditions of Use into which this Privacy Policy is incorporated by reference. As such, by accessing and using the Site you are agreeing to the terms of this Privacy Policy and the Terms and Conditions of Use. If you do not agree to the terms of this Privacy Policy, you are not authorized to use the Site. HPA may change this Privacy Policy from time to time, without notice to you, by posting such changes on the Site. By using the Site following any such changes, you agree to be bound by this Privacy Policy as it may have been changed. If you have any questions about this Privacy Policy please e-mail us at HighPointeChristianAcademy@gmail.com.

### **The Site and HPA's Business**

HPA operates early learning centers throughout the metro Denver area (each a "School"). Access to portions of this Site may be limited to the clients of HPA who have been provided with necessary password and log-on information by HPA.

### **Your IP Address**

An Internet Protocol address (an "IP Address") is a number that is automatically assigned to your computer whenever you are surfing the web. Web servers are then able to automatically identify your computer by its IP Address. HPA may collect your IP Address to help diagnose problems with its server, administer the Site and identify its users. HPA may also use your IP Address in conjunction with the Tracking Technologies described below for, among other things, purposes such as remembering user preferences or minimizing the need for you to re-enter information.

### **Tracking Technologies**

HPA may collect information from you that is not in the same category as the Personal Information discussed below. For example, HPA might track information about the date and time visitors access the Site, the type of web browser they used, and the Web site from which visitors connected to the Site. As with many Web sites, HPA may use "cookies" and/or other technology (e.g., web bugs, e-mail bugs, clear GIFs, web beacons and tracker GIFs) in the Site or in our communications with you to enhance the functionality of the Site and to make your transactions and other activities more convenient and efficient (collectively, "Tracking Technologies"). These Tracking Technologies may vary, but in some cases may involve a small file stored locally on your computer hardware, and may be used by HPA to store and collect information relating to your viewing and use of the Site and HPA's correspondences with you. HPA WANTS TO BE SURE THAT YOU UNDERSTAND THAT ACCEPTING TRACKING TECHNOLOGIES ONTO YOUR COMPUTER IN NO WAY GIVES US ACCESS TO YOUR COMPUTER OR ANY PERSONAL INFORMATION ABOUT YOU. YOU MAY SET YOUR WEB BROWSER SOFTWARE TO REJECT TRACKING TECHNOLOGIES, BUT, IF SO, CERTAIN FUNCTIONALITY OF THE SITE MAY BE AFFECTED. Third parties (including, but not limited to, software vendors, advertisers and fulfillment companies) may also use Tracking Technologies by or through the Site. HPA has no control over what information such third parties track or collect, and has no responsibility or liability for any tracking, data collection or other activities of such third parties.

## **Personal Information and Student Information**

As used in this Privacy Policy “Personal Information” includes your name, address, phone number, e-mail address or any other information which might reasonably be used to identify you individually but does not generally include information gathered through Tracking Technologies (collectively “Personal Information”). As used in this Privacy Policy, “Student Information” includes the names, addresses, phone numbers, e-mail addresses, attendance records, payment histories or any other information which might reasonably be used to individually identify a student of a School.

## **Disclosure and Use of Student Information**

HPA is committed to maintaining the confidence and trust of parents and students and the confidentiality of all Student Information. As such, all Student Information will remain confidential pursuant to applicable law and will be treated separately from information obtained from the Site pursuant to this Privacy Policy. While HPA may use the Site to transmit Student Information to or obtain Student Information, HPA does not operate the Site with the intention of collecting Student Information.

## **Use of Materials Gathered from or Submitted to the Site**

Subject to this Privacy Policy, any communication or material you transmit to the Site or to HPA including Personal Information (other than Student Information and any Personal Information you may submit as part of an employment application), whether by electronic mail or otherwise, for any reason, will be treated as non-confidential and non-proprietary. HPA may use any such materials (together with any ideas, concepts, know-how, or techniques contained therein) in any manner, for any purpose, without credit or compensation. HPA may, for instance, share, rent, sell or otherwise disclose such materials to third parties. Any third party to whom HPA discloses such information will be pre-screened by HPA, reasonably determined by HPA to be reputable, and will be required by HPA to use the materials for marketing products and services which HPA determines, in its sole judgment, visitors might find of interest. Generally speaking, however, HPA uses reasonable efforts to limit its use of Personal Information to reasonable business purposes. For example, HPA may use Personal Information to contact you, via e-mail or regular mail, to provide you with information that HPA believes may be of interest. Personal Information also might be used for editorial and feedback purposes, for internal HPA marketing and promotional purposes, for a statistical analysis of users’ behavior, for product development, for content improvement and to customize the content and layout of the Site.

## **Employment Applications**

If you submit information to us by filling out a form to apply for employment you should do so assuming we will share that with other HPA and its Affiliates team-members.

## **Opt-Out Right**

Visitors may exercise the right to opt-out of having their Personal Information collected by HPA, used by HPA for secondary purposes, disclosed to third parties, or used by HPA or third parties to send promotional correspondences to the visitor. Such opt-out rights may be exercised by contacting HPA via postal mail at the address below or e-mail at the address above. All such correspondence must

clearly identify you by name and address and must identify its purpose as the exercise of your opt-out rights. Your opt-out rights shall not apply, however, to our need to disclose information you submit to us by filling out a form to apply for employment at one of our Schools.

### **Links to Other Sites**

This Privacy Policy applies solely to HPA and information collected on this Site. The Site contains links to other sites. HPA is not responsible for the privacy practices or the content of such Web sites. HPA encourages visitors to the Site to be aware when they are leaving the Site and to read the privacy statements of each Web site that collects personally identifiable information. 10. Security. The forms that may be used on the Site support encryption to help protect the security of your transfer of data to the Site. Although HPA will take all reasonable security precautions regarding information stored on the Site, due to the open nature of the Internet, HPA cannot guarantee that any information stored on our servers, or transmitted to or from a user will be free from unauthorized access and HPA disclaims any liability for any theft or loss of, unauthorized access or damage to, or interception of any data or communications. By using the Site, you acknowledge that you understand and agree to assume these risks.

If you have any questions about this privacy statement or your dealings with this Site, please e-mail us at [HighPointeChristianAcademy@gmail.com](mailto:HighPointeChristianAcademy@gmail.com) or write: HighPointe Academy 550 E. Thornton Parkway, Suite 100 Thornton, CO 80229