

## **City Academy Privacy Policy**

City Academy is committed to maintaining the confidence and trust of our donors, and accordingly maintains the following privacy policy to protect the personal information you provide online.

### **City Academy's Commitment to Online Security**

Physical, electronic and managerial procedures have been employed to safeguard the security and integrity of personal information. Billing information is encrypted whenever transmitted or received online. Personal information is accessible only by designated staff. City Academy uses the PayPal service to process all online transactions.

### **Personal Information That City Academy May Collect Online**

City Academy collects the following types of personal information online: names, postal and e-mail addresses, phone and fax numbers and billing information.

### **How City Academy May Use Personal Information Collected Online**

City Academy will not use your personal information other than for the purpose for which it was submitted without your consent. We will use your information to maintain contact with you about City Academy events and news, as well as additional fundraising opportunities. At any time you can add or remove your name from our mailing list by contacting us at [cityacademyschool.org](http://cityacademyschool.org).

### **Help Us Keep Your Personal Information Accurate**

If your personal information changes or you would like to review the personal information we may have on file, please email us with the new information.

### **Computer Tracking and Cookies**

Our website is not set up to track, collect or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identity site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to enable City Academy to provide better services to the public. The statistics contain no personal information and cannot be used to gather such information.