

# **Pennsylvania's Promise for Children Website Privacy Policy**

**Please read our privacy policy carefully before using this web site.**

Welcome to the Pennsylvania's Promise for Children web site, which includes our Early Learning GPS (Guiding Parents Smoothly). This web site (the "Site") is owned and provided by Berks County Intermediate Unit ("BCIU" or "us") as a service to parents and families. Please feel free to browse this Site, but note that this Privacy Policy (the "Policy") applies to users of this Site ("you").

We take your right to privacy seriously and want you to feel comfortable using our Site. This Policy explains how we treat information that may be collected by us on our Site. This Policy does not apply to other entities that we do not own or control or persons that are not our employees, agents or within our control. Please also take time to read our Terms of Use, which also govern your use of this Site.

## **1. Information that We Collect on this Site**

You are not required to contribute any personally identifying information to browse this Site. If you would like to receive email from us (including newsletters) you will need to provide us with the following personally identifiable information: your name, your email address, your city and your county (your "Personal Information"). Additionally, if you would like to post content on this Site you will need to share the same Personal Information and create an account with a user name and password. We collect any content you post or contribute to the Site. Any other information you provide directly to us will be collected.

We may also gather and store non-personally identifying general use information ("Anonymous Information") from this Site. Such information may include (but is not limited to) Internet Protocol addresses, the type and version of your operating system and web browser, information about your internet service provider, referring pages, date and time stamp, your responses to surveys, quizzes or questions, any pages you may bookmark, time spent on each page of the Site

and clickstream data that records your use of the Site. We may collect, store and use Anonymous Information for various purposes including Site research, administration of the Site, tracking users' movements around the Site, gathering information about our users, measuring Site activity and developing ideas for improving the Site. We do not link Anonymous Information to Personal Information.

In the event you choose to use links that appear on our Site to visit other web sites, you are advised to read the privacy policies that appear on those sites. We are not responsible for the privacy practices of such other sites. No information contained by the site represents an educational record.

## **2. Use of Your Information**

If you provide us with your Personal Information, we will store your information in our BCIU database. We use this information to send out our e-mails and newsletters and to communicate with you regarding BCIU services and this Site. We do not sell the Personal Information in the BCIU database to third parties.

We will not disclose, rent, sell or share your Personal Information with other people or organizations unless:

- (a) we obtain your consent;
- (b) a service provided on our Site requires the interaction with or is provided by a third party;
- (c) if required by law, such as responding to a subpoena or court order or in connection with law enforcement;
- (d) we find that your use of this Site violates this Policy, our Terms of Use, other usage guidelines or as deemed reasonably necessary by us to protect our legal rights and/or property; or
- (e) this Site is purchased by a third party. In such case, that third party will be able to use the BCIU database in the same manner set forth in this Policy.

If you elect to post content on this Site or contact us directly, any information, including, without limitation, your name, address, e-mail address, interests and ideas may be stored and used for research or other promotional purposes by us. We may contact you directly to discuss your use of, or contributions to, this Site.

We may provide Anonymous Information in aggregate form to other people or organizations for promotional, research or development purposes.

### **3. Information that You Post Publicly on this Site**

One of the purposes of this Site is to share information. If you are interested in posting or contributing to this Site, please only post or contribute information that you are comfortable sharing publicly and do not disclose any information that you consider to be confidential or proprietary. Please take note that submissions that you make on this Site may contain your real name or other personally identifiable information. You should remain mindful of the fact that this Site is accessible by the public and, consequently, personal information that you post publicly may be collected by unauthorized persons and used without your consent. Your public posts or contributions are submitted at your own risk.

### **4. Cookies**

We set and use cookies to give you a better experience. A cookie is a small text file that is stored on a user's computer for record-keeping purposes. For example, we may set a cookie to store your user name and password, so you don't have to enter that information every time you visit the Site. You can remove and disable cookies on your computer. If you disable cookies, you may still use our Site, but your ability to use some areas of our Site may be limited.

### **5. Children**

We do not allow persons who are under the age of thirteen to use, register or contribute to this Site. We do not knowingly collect Personal Information from children under thirteen. If we learn that we have collected or received personal information from a child under thirteen, we will

delete that information. If you believe we may have information from or about a child under the age of thirteen, please contact us using the contact information provided below.

## **6. Editing or Deleting Your Personal Information**

If you would like to have your Personal Information edited or removed from the BCIU database, you may request a revision or deletion of such data by contacting us through the contact information provided below. We will revise or remove your information promptly upon your request. If you no longer want to receive BCIU email or newsletters, please unsubscribe by following the appropriate link embedded within the email or newsletter itself. Content or other data that you may have provided to us and that is not contained within the BCIU database, such as posts that may appear on the Site, may continue to remain on our Site at our discretion even though your personally identifying information within the BCIU database has been deleted.

## **7. Changes to this Privacy Policy**

We may make changes to this Policy from time to time. We will notify you of substantial changes to this Policy either by posting a prominent announcement on our Site and/or by sending a message to the e-mail address you have provided to us.

## **8. Data Security; Disclaimer**

While this Privacy Policy states our standards for maintenance of data and we will make efforts to meet them, we are not in a position to guarantee these standards. There may be factors beyond our control that may result in unintended disclosure of data. As a consequence, we disclaim any warranties or representations relating to maintenance, data security or nondisclosure of data. Any transmission of information is at your own risk.

## **9. Contact Information**

If you have any questions or concerns about this Policy or our Site, please feel free to contact Kelly Swanson at [kelswa@berksiu.org](mailto:kelswa@berksiu.org).

This policy was first adopted and effective on January 21, 2013.