

St. Ambrose Academy

Privacy Statement 2018-2019

St. Ambrose Academy recognizes the importance of protecting the privacy and security of our families personal information. We provide this Privacy Statement to help you understand what we may do with any personal information that we obtain from you. By providing your personal information to us, you signify your acceptance of this Privacy Statement, and agree that we may collect, use, and disclose your personal information as described herein.

Ambrose Academy will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

St. Ambrose Academy uses personal information as follows: to communicate with parents and students, process applications and ultimately to provide students with the educational services and co-curricular programs you expect to enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising. Health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.

If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds.

St. Ambrose Academy may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school.

At St. Ambrose Academy, the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing. [For example, the school gives its yearbook publisher the information required to produce the annual yearbook.] Suppliers of specialized services are given only the information necessary to perform those services, and St. Ambrose Academy takes appropriate steps to ensure that such information is securely transferred and stored and is used only to fulfill the purposes for which it was disclosed to the service provider.

If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.