

2230	Family Information Privacy Policy
Approval Date:	January 2013
Category:	School-Community-Home Relations
Governance Accountability:	Leadership
Audience:	Employees, Families, Volunteers

Pine Lake Preparatory is committed to honoring the privacy of its supporters and families at all times. We will not sell, trade, or share personal information with anyone else, nor will we send mailings on behalf of other organizations; exceptions: Pine Lake Preparatory related 501(c)3 organizations.

Pine Lake Preparatory collects and maintains personal information that is specifically and knowingly provided to us by individuals or their companies. We will only share personally identifiable information with a third party if (i) we are required to by law (ii) it is necessary for completing an authorized operation, for instance to process a credit card transaction, or (iii) if the person submitting the information asks that it be shared. Our web server automatically recognizes each visitor's domain name, but does not automatically collect personally identifiable information. We do not take responsibility for the contents or privacy practices of any web site other than our own. To prevent unauthorized access, maintain data accuracy and ensure the correct use of information, we maintain physical, electronic and administrative safeguards to protect the information we collect online. We take standard industry precautions to protect our members from the loss, misuse or alteration of information provided to us.