

St. John's Episcopal School's Privacy Statement

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Acceptance Language (Use on Homepage) - This website uses cookies and similar technologies to understand visitor experiences. By using this website, you consent to St. John's Episcopal School's usage of cookies and similar technologies, in accordance with the St. John's Episcopal School's **Privacy Statement**, **Cookie Policy**, and **Terms of Use**.

1. Privacy Commitment and Purpose

St. John's Episcopal School ("St. John's," "SJES," "School," "we," "our," or "us") respects the privacy of its community and is committed to protecting personal information entrusted to the School. As a co-educational, independent Christian day school in Dallas, Texas, SJES recognizes its responsibility to safeguard information relating to its students, parents and legal guardians, prospective families and applicants, alumni, employees, donors, volunteers, and other members and visitors of the School community.

This Privacy Statement and Website Use Policy ("Privacy Statement") describes how SJES collects, receives, uses, stores, protects, and discloses personal information through its website, associated web domains and applications, and related online services and interactions. It also explains individual privacy choices, communication preferences, and applicable website-use requirements.

This Privacy Statement applies to the website at <https://www.stjohnsschool.org>, other websites operated or controlled by SJES that link to this Privacy Statement, and related online services and applications, including activities associated with admissions, enrollment, school communications, events, fundraising, donations, facility use, and information technology.

This Privacy Statement also applies, as relevant, when individuals interact with SJES through marketing, school events, inquiries, online forms, or other School-related activities covered by this statement.

Notwithstanding the foregoing, certain School services, applications, transactions, or records may be governed by separate privacy notices, agreements, or policies. Where applicable, those documents should be reviewed together with this Privacy Statement.

Furthermore, we may provide hyperlinks to third-party websites as a convenience to users. SJES and [stjohnsschool.org](https://www.stjohnsschool.org) do not control third-party websites and are not responsible for the contents of any linked-to, third-party websites or their privacy practices.

Finalsite, Blackbaud, Magnus Health, and other third-party websites maintain separate Notice of Privacy Practices, which may be accessed on each of their respective webpages.

SJES is responsible for making decisions about the processing of personal information within its control. By accessing or using the School's website and related services, individuals acknowledge this Privacy Statement. Where applicable law requires consent for particular collection or processing activities, SJES will seek that consent as required. If an individual does not agree with the applicable terms, the individual should discontinue use of the relevant website or service.

Questions or concerns may be directed to **info@stjohnsschool.org**.

2. Information We Collect

SJES collects information voluntarily provided by individuals and information generated automatically when individuals access or use the School's websites and related online services. The information collected depends on the individual's relationship with the School, the services used, and the information voluntarily submitted.

2.1 Information Provided Voluntarily

SJES may collect personal information when an individual submits an online form, contacts the School, requests information, applies for admission, completes enrollment or re-enrollment, registers for an event, makes a payment or donation, subscribes to communications, requests technical assistance, or otherwise interacts with the School.

Depending on the interaction, information collected may include:

- **Identity information:** Name, title, age, date of birth, personal passwords, medical records, and other identifying details.
- **Contact information:** Mailing address, email address, telephone number, and other contact details.
- **Student and admissions information:** Information submitted in connection with inquiries, applications, enrollment, re-enrollment, and School administration.
- **Event and participation information:** Registration details, attendance at School events, and participation in School activities.
- **Communications:** Records of correspondence, inquiries, requests, and other communications with SJES.
- **Alumni, fundraising, and donor information:** Engagement with the School, donation history, financial support, and related information used for legitimate fundraising and relationship-management purposes.
- **Payment and transaction information:** Information necessary to administer tuition payments (and financial aid), donations, event fees, and other transactions, subject to the practices of the applicable payment service provider.
- **Technical and support information:** Information needed to maintain systems, diagnose technical problems, respond to support requests, and investigate potential security incidents.
- **Facility and security information:** Video footage, identification badge records, driver's license information, vehicle license plate numbers, and related information collected in connection with facility access, safety, monitoring, or investigations.
- **Free-text information:** Information an individual chooses to include in open-ended fields, support requests, inquiries, or other submissions.
- **Account information:** Login identifiers, account settings, and other information associated with access to password-protected areas, subject to the applicable system's design and security practices.

Individuals should provide only information reasonably necessary for the relevant interaction and should avoid submitting sensitive personal information through general website forms or unencrypted email unless the School specifically requests it through an appropriate channel.

2.2 Information Collected Automatically

When an individual visits or uses an SJES website or related online service, certain technical and usage information may be collected automatically. This information may include:

- Internet Protocol (IP) address;
- General geographic or location information, where available;
- Device type and unique device identifiers;
- Browser type, language, and settings;
- Operating system and technical configuration;
- Pages viewed, links accessed, and navigation activity;
- Date, time, and duration of visits;
- Referring websites and other traffic information; and
- Information about interactions with website features and applications.

SJES may use IP addresses and related technical information to diagnose server problems, administer its websites, assess website traffic, understand how visitors use the site, identify usage originating within the School's network, maintain security, and improve website functionality and performance.

Information collected automatically may be combined with other information where appropriate and permitted by law.

2.3 Password-Protected Accounts and Profiles

Certain School websites or services may offer password-protected areas that require users to establish login credentials. The handling of passwords and account information depends on the design and security features of the applicable system.

Where a system is designed to protect passwords through appropriate security measures, SJES staff do not have access to users' passwords in plain text. The School works to maintain appropriate safeguards for account information and online access.

Some password-protected services may allow users to manage profile information or limit the display of contact details to authorized users. The availability and scope of these settings depend on the applicable platform.

Users are responsible for maintaining the confidentiality of their login credentials and should promptly notify the School if they suspect unauthorized access to an account.

3. How We Use Personal Information

SJES uses personal information for legitimate educational, administrative, operational, communications, security, and community-related purposes, subject to applicable law and any relevant privacy notices or agreements.

These purposes may include:

- Responding to questions, comments, inquiries, and requests;
- Providing information about the School, its programs, admissions, enrollment, and activities;
- Administering applications, enrollment, re-enrollment, and School-related services;
- Communicating with students, parents and guardians, applicants, alumni, employees, donors, volunteers, and other members of the School community;
- Managing School events, registrations, attendance, and participation;
- Processing tuition payments, donations, fundraising contributions, and other transactions;
- Maintaining alumni, donor, and community relationships;
- Managing facilities, identification systems, access controls, and School security;
- Operating, maintaining, troubleshooting, and improving websites, applications, and information technology systems;
- Evaluating website performance, visitor activity, and the effectiveness of online content;
- Detecting, preventing, and investigating fraud, unauthorized access, security incidents, and technical issues;
- Enforcing applicable website terms, School policies, and agreements;
- Complying with legal obligations, responding to lawful requests, and protecting the rights, property, and safety of SJES and others; and
- Carrying out other purposes disclosed when information is collected or otherwise permitted by law.

SJES seeks to limit its use of personal information to purposes reasonably related to the applicable interaction, School operations, or other disclosed and lawful purposes.

4. Cookies and Tracking Technologies

4.1 What Are Cookies?

Cookies are small files stored on a computer or other device that may collect information about a user's visit to a website. SJES and its service providers may use cookies and similar technologies, such as pixels, tags, scripts, and other tracking tools, to operate websites, recognize preferences, analyze usage, and improve the visitor experience.

4.2 How We Use Cookies

Cookies and similar technologies may be used to:

- Enable website features and functionality;
- Remember user preferences and settings;
- Understand website traffic and visitor interactions;
- Analyze website performance and usage trends;
- Improve website content, navigation, and functionality; and
- Support features and services provided by third-party platforms.

SJES may engage third-party service providers to help analyze website activity and improve its online services. These providers are expected to use information collected on the School's behalf in accordance with applicable agreements and only for authorized purposes.

4.3 Third-Party Cookies

Some website features, including embedded videos, social media integrations, and other third-party content, may allow organizations other than SJES to place cookies or collect information.

These third parties may have their own privacy statements, cookie policies, and data collection practices. SJES does not control those practices. Visitors should review the applicable third-party privacy notices for further information.

4.4 Managing Cookies

Individuals may be able to disable or restrict cookies through their browser settings. Certain website features may not function properly if cookies are disabled.

Where required by applicable law, SJES will provide appropriate notices, choices, or consent mechanisms for cookies and similar technologies.

For general information about cookies, visitors may consult <https://www.allaboutcookies.org/> or visit St. John's Episcopal School's [Cookie Policy](#).

4.5 Website Analytics and Third-Party Applications

SJES may use analytics and other website applications, including Google Analytics, Google Search Console or related webmaster tools, site-search services, and applications provided by vendors, including but not limited to: Finalsite, Blackbaud, Magnus Health, Clarity, Shopify, and Finalsite Enrollment.

These services may collect technical, usage, and other information in accordance with their applicable terms and privacy practices.

5. How We Share and Disclose Information

SJES does not sell personal information to third parties.

The School may disclose personal information in the circumstances described below, subject to applicable law and relevant contractual or confidentiality obligations.

5.1 Service Providers and Business Partners

SJES may share information with third-party service providers that support School operations, including website hosting, content management, communications, analytics, information technology, admissions, enrollment, fundraising, payment processing, event registration, and other administrative services.

These providers may access information only as reasonably necessary to perform their authorized services, subject to applicable agreements and legal requirements.

5.2 Legal Obligations and Protection of Rights

SJES may disclose information when it reasonably believes disclosure is necessary or appropriate to:

- Comply with applicable laws, regulations, court orders, legal processes, or lawful governmental requests;
- Detect, prevent, or investigate fraud, security incidents, unauthorized activity, or technical problems;
- Enforce applicable terms, policies, or agreements;
- Protect the rights, property, privacy, or safety of the School, its community members, or others; or
- Address other circumstances in which disclosure is permitted or required by law.

5.3 School-Related Operations

SJES may use or disclose information as reasonably necessary to administer educational programs, communicate with the School community, manage facilities, conduct authorized investigations, administer fundraising and events, and support other legitimate School-related functions.

5.4 No Unauthorized Commercial Use

SJES will not sell, rent, or exchange personal information, or authorize third parties to use email addresses or telephone numbers for their own commercial marketing, without the individual's permission, except as otherwise permitted by applicable law or disclosed in an applicable notice.

6. Email, Text Messages, and Other Communications

6.1 Email Communications

Individuals may receive School-related email communications based on their relationship with SJES, their requests, subscriptions, registrations, or other interactions with the School.

Individuals who no longer wish to receive optional email communications may unsubscribe through an available unsubscribe mechanism or contact **info@stjohnsschool.org** to request removal from applicable mailing lists.

Some communications may continue when necessary for School operations, student safety, account administration, legal compliance, transaction processing, or the fulfillment of requested services.

SJES will not sell, rent, swap, or authorize a third party to use an individual's email address for independent commercial purposes without permission, except as otherwise permitted by applicable law or disclosed in an applicable notice.

6.2 Email Security

Email may not be secure or encrypted. Information transmitted through email could be accessible to unintended recipients. Individuals should exercise caution when sending confidential or sensitive information to the School by email and should use an appropriate secure channel when one is available.

6.3 Telephone Calls, Text Messages, and Voicemail

Where an individual has provided the required consent or otherwise authorized the communications, SJES may send telephone calls, text messages, or voicemail messages, including automated communications, for School-related purposes.

The School may share telephone numbers with service providers when reasonably necessary to facilitate authorized communications. Such sharing does not authorize those providers to use the numbers for their own independent commercial marketing.

Individuals may opt out of optional text or automated communications by following the instructions provided in the message, where available, or by contacting info@stjohnsschool.org. Certain necessary School-related communications may continue as permitted by law.

7. Information Regarding Children and Students

SJES recognizes the importance of protecting children's privacy and handling student information responsibly.

The School collects, uses, and maintains student information as reasonably necessary for educational services, admissions, enrollment, school administration, communications, student safety, facilities management, and other legitimate School-related purposes, subject to applicable law and relevant School policies.

SJES does not knowingly collect personal information online from children under the age of 13 in circumstances requiring verifiable parental consent under the Children's Online Privacy Protection Act (COPPA) without first obtaining the required consent.

Parents and legal guardians may contact the School at info@stjohnsschool.org with questions or concerns about the collection, use, or disclosure of their child's personal information.

Student education records and other specially protected information may be subject to additional requirements under applicable laws and separate School policies. This Privacy Statement does not replace those requirements.

For SJES families, additional information related to these issues may be located within the Parent and Student Handbook.

8. Payments and Financial Information

SJES may accept payments and contributions through its website or related services, including tuition payments, fundraising contributions, Annual Fund donations, and event registration fees.

8.1 Third-Party Payment Processors

Payments may be processed through secure third-party payment service providers. These providers may request information necessary to complete a transaction, including the payer's name, billing address, payment card number, expiration date, and other transaction details.

Payment information is handled according to the applicable payment processor's security practices, contractual obligations, and relevant payment card industry requirements.

8.2 Information Retention

SJES does not intentionally retain payment card information unless retention is necessary and appropriately authorized for a legitimate School-related purpose.

The information accessible to or retained by SJES depends on the payment system, the services provided by the processor, and the applicable transaction requirements.

8.3 Financial Information Disclosure

Financial information may be shared as necessary to process payments, administer transactions, maintain appropriate financial records, fulfill authorized School-related purposes, or comply with legal obligations.

Individuals should review the applicable payment processor's privacy and security notices when submitting payment information through a third-party service.

9. Data Security, Storage, and Retention

SJES is committed to protecting personal information and maintaining appropriate safeguards throughout its lifecycle.

The School works to use reasonable administrative, technical, and organizational safeguards designed to protect personal information against unauthorized access, disclosure, alteration, loss, or misuse.

Safeguards may vary depending on the nature of the information, the system involved, the service provider, and the risks associated with the applicable activity.

No website, electronic transmission, or storage system can be guaranteed to be completely secure. SJES cannot guarantee absolute security but works to maintain appropriate protections consistent with the circumstances and applicable requirements.

Personal information is retained for as long as reasonably necessary for the purposes for which it was collected, including School operations, recordkeeping, legal compliance, dispute resolution, and the enforcement of applicable agreements. Retention periods may vary depending on the type of information and applicable legal, operational, and administrative requirements.

When information is no longer needed, SJES may delete, destroy, anonymize, or otherwise dispose of it in accordance with applicable practices and legal requirements.

10. Individual Privacy Rights and Choices

SJES respects the privacy rights and choices available to individuals under applicable law.

Depending on the individual's jurisdiction, relationship with the School, and the type of information involved, an individual may have the right to:

- Request access to personal information held by SJES;
- Request information about how personal information is collected, used, or disclosed;
- Request correction of inaccurate or incomplete personal information;
- Request deletion of personal information, subject to applicable exceptions;
- Withdraw consent where processing is based on consent and withdrawal is permitted;
- Opt out of certain optional communications; and
- Exercise other rights provided by applicable law.

These rights are not absolute and may be limited by applicable legal requirements, recordkeeping obligations, the rights of others, or other lawful exceptions.

10.1 Submitting a Privacy Request

Individuals seeking access to, correction of, or deletion of their personal information, or wishing to exercise another applicable privacy right, may contact:

Email: info@stjohnsschool.org

A request should identify the individual making the request, describe the information or action involved, and include sufficient details for the School to understand and evaluate the request.

SJES may request additional information reasonably necessary to verify identity, confirm authority to act on another person's behalf, or clarify the scope of the request. Requests will be reviewed and addressed in accordance with applicable law and the School's established procedures.

10.2 Communication and Profile Preferences

Individuals may request updates to their contact information or communication preferences through available account settings or by contacting the School.

Where profile controls are available in password-protected areas, users may be able to limit the display of profile or contact information to other authorized users. These settings may not apply to all systems or records maintained by SJES.

11. Applicable Privacy Laws and Separate Notices

Depending on the nature of the information and the individual's relationship with SJES, certain information may be subject to additional federal or state privacy requirements.

These may include, where applicable:

- **Family Educational Rights and Privacy Act (FERPA):** Requirements governing certain student education records.

- **Children's Online Privacy Protection Act (COPPA):** Requirements relating to the online collection of personal information from children under 13 in covered circumstances.
- **Health Insurance Portability and Accountability Act (HIPAA):** Requirements applicable to covered entities, business associates, and protected health information within the scope of the law.
- **Gramm-Leach-Bliley Act (GLBA):** Requirements applicable to covered financial institutions and relevant financial information within the scope of the law.
- **Applicable state privacy and data protection laws:** Rights and obligations that may apply based on the information involved, the individual's circumstances, and the School's activities.

The applicability of any particular law depends on its legal scope and the circumstances involved. References to these laws do not mean that every law applies to every type of information maintained by SJES.

Where a separate privacy notice or School policy governs particular information or services, that document should be consulted for additional details. Nothing in this Privacy Statement is intended to limit rights or obligations established by applicable law.

12. Third-Party Websites and External Services

The SJES website may contain hyperlinks, embedded content, social media features, or other connections to third-party websites and services for informational, administrative, or convenience purposes.

These external websites and services operate independently of SJES and may have their own privacy policies, terms of use, security practices, and data collection procedures.

SJES does not control and is not responsible for the content, accuracy, availability, security, or privacy practices of third-party websites. A link or embedded feature does not necessarily constitute an endorsement by the School.

Visitors are encouraged to review the privacy statements and terms of any external websites or services they access. Information provided directly to a third party may be subject to that party's practices rather than this Privacy Statement.

13. Website Use Terms and Conditions

13.1 Permitted Use

Unless otherwise specified, the SJES website and its content are provided for personal, informational, educational, and noncommercial use.

Users must access and use the website in a lawful manner and must not interfere with the website's operation, security, availability, or intended functionality.

13.2 Copyright and Permission to Reproduce Content

Unless otherwise indicated, content published on the SJES website (including text, photographs, graphics, videos, documents, and other media) is owned by SJES or used with permission or under an applicable license.

Except as permitted by applicable law or an express license, users may not modify, copy, distribute, transmit, display, reproduce, republish, license, create derivative works from, transfer, or sell website content without prior written permission from SJES.

Requests for permission to reproduce or republish School website content should be directed to the School through its official contact channels.

13.3 Prohibited Conduct and Content

Users may not use the website or School-related online services to:

- Engage in harassment, abuse, threats, intimidation, or other inappropriate conduct;
- Upload, distribute, or publish unlawful, defamatory, obscene, threatening, abusive, or otherwise objectionable material;
- Violate another person's privacy, publicity, intellectual property, or other legal rights;
- Publish content that encourages unlawful activity or violates applicable laws;
- Upload unauthorized advertising, solicitations, or other commercial content;
- Solicit participation in unrelated commercial online services or social organizations without prior written permission from SJES; or
- Engage in conduct that compromises the security, integrity, or proper functioning of School websites or online services.

These restrictions apply, as relevant, to content and communications submitted through website forms, blogs, email, text messages, and other School-related electronic services.

13.4 Access Restrictions and Enforcement

SJES reserves the right, to the extent permitted by law and applicable agreements, to restrict, suspend, or terminate access to website features or online services when necessary to protect the School, its community members, its systems, or the integrity and security of its online services.

The School may investigate suspected violations of these terms and take appropriate action consistent with applicable law and relevant School policies.

14. International Data Transfers and Website Operations

SJES's website and related online services are primarily operated in the United States. Depending on the services used and the location of service providers, personal information may be stored, accessed, or processed in the United States or other jurisdictions.

Individuals accessing the School's websites from outside the United States should be aware that their information may be transferred to and processed in the United States, where privacy and data protection laws may differ from those in their jurisdiction.

Where required by applicable law, SJES will address applicable requirements relating to international transfers and processing.

15. Changes to This Privacy Statement

SJES may revise this Privacy Statement from time to time to reflect changes in its practices, technologies, service providers, legal requirements, or School operations.

Updates will be posted on the School's website, with the revised effective or last-updated date indicated at the beginning of the document.

Unless otherwise required by law, revisions will take effect when posted or on another effective date specified by the School. Where required, SJES will provide additional notice or obtain consent for material changes or new processing activities.

Individuals are encouraged to review this Privacy Statement periodically to remain informed about how the School handles personal information.

16. Questions and Contact Information

Questions, concerns, requests concerning personal information, and inquiries about this Privacy Statement may be directed to:

St. John's Episcopal School
848 Harter Road
Dallas, Texas 75218
Email: info@stjohnsschool.org
Website: <https://www.stjohnsschool.org>

SJES will review inquiries and respond as appropriate under its established procedures and applicable law.

17. Disclaimer and Scope

This Privacy Statement describes the general practices governing the SJES website and associated online services. Specific practices may vary depending on the website feature, application, transaction, service provider, or type of record involved.

This Privacy Statement does not replace separate notices, agreements, or School policies that apply to specific services, student records, employee information, financial transactions, or other specially regulated information.

Nothing in this Privacy Statement limits any rights or obligations established by applicable law. If a provision of this Privacy Statement conflicts with a mandatory legal requirement, the applicable legal requirement will govern to the extent of the conflict.