Privacy Policy Statement

Introduction
North Star Academy cares about your privacy. Through our website, we collect information needed to provide a quality educational experience for our students. We safeguard the data we collect and do not monetize or improperly share it.

We are providing this Privacy Policy Statement in compliance with Utah Code § 63D-2-103.

We are committed to protecting your privacy. This Statement explains how we handle your information when you use our website. We want you to understand how your data may be collected, used, and secured.

Who We Are and How to Reach Us
North Star Academy is a Utah public charter school in Bluffdale, Utah. As a service to our staff, students, parents, and other stakeholders, we have a website to provide users with a variety of detailed information about our school, including but not limited to information about our curriculum, programs, people, and resources. We operate this website.

If you have any questions or concerns about our website, please call us at (801) 302-9579.

What Information We Collect
Below describes information that we collect through our website:
- Students may also submit class change requests through our website. This requires students to provide their name, email, current class name, name of class they want to change to, and reason for the class change request.
- Parents/guardians may submit excused absences for their students through our website. To do so, parents/guardians provide the following information: parent/guardian name and email address; and student name, date(s) of absence and reason for absence(s).
- Our website provides an online payment system operated by Core Business Technologies through which parents/guardians and employees may input payment information to pay for meals served at the school. This same online payment system can be used to pay for school fees, donations, and school events and activities. Core Business Technologies is PCI ASV certified.
- Parents/guardians may complete and submit a lottery application through our website. The lottery application asks for such information as parent/guardian

name, phone number(s), address, email address as well as student identifying information (e.g., name, DOB, grade, and student ID#).
- Our website uses cookies, but the cookies do not include any personally identifiable information, however.

How We Use Your Information
We use your information for the following purposes:
- We use information submitted by users of our website to accomplish the purposes for which the information was submitted, such as to process class change requests and record excused absences.
- Online payment information submitted through Core Business Technologies' platform is used to pay for student and employee meals served at the school as well to receive payments for school fees, donations, and school events and activities. The online payment information is hosted and stored by Core Business Technologies, whose Privacy Policy is available on our website. The school only has limited access to the online payment information submitted to Core Business Technologies, including basic payor information (name and contact information), associated student name, and limited payment information such as payment date, payment amount, payment type, and item(s) paid for. We do not have access to payors' full credit card numbers.
- We use information submitted via our lottery applications to enroll students whose applications have been processed and accepted.

Disclosure Practices
We care about your privacy and take it very seriously. We only share your information when necessary. When student personally identifiable information is involved, we only share such information in accordance with the Family Educational Rights and Privacy Act ("FERPA") and Utah student data privacy laws. This means that we do not disclose student personally identifiable information outside of the school unless we first obtain parent/guardian consent or an exception to the prior consent requirement applies. Exceptions to the prior consent rule include disclosures such as to a person or entity to whom the school has outsourced a service or function that a school employee would typically perform (e.g., the school's accountant, bookkeeper, or related services provider), to an individual who needs to know in cases of health and safety emergencies (e.g., a police officer or an EMT), or in connection with an audit or evaluation of federally or state supported education programs.

Access and Corrections
You have the right to access and correct your information. If you would like to access, correct, or delete any information submitted or otherwise collected through our website, please contact the school using the contact information provided on page 1 of this Statement.

Keeping your Information Secure
We prioritize the safety of your data and have taken adequate measures to protect it. We have implemented a variety of security measures designed to safeguard your data

and prevent unauthorized access to your data. Our website is secured with hypertext transfer protocol secure ("HTTPS"), which encrypts all communication between your browser and our website server. This is particularly important when you transmit sensitive data through our website. HTTPS also allows your browser to verify that it is communicating with our actual website and not some other entity or person on the internet that is impersonating our website.

We limit and restrict the disclosure of your data in accordance with applicable law. In addition, if personally identifiable data needs to be shared with a third-party service provider who performs services on our behalf, we ensure that such parties are bound contractually to keep the data confidential and use it only for the purpose for which we disclose it to them.

Note on Records Classification
Personally identifiable information is not a classification of records under Utah's Government Records Access and Management Act ("GRAMA") in Utah Code § 63G-2-101 *et seq*. Access to government records is governed by GRAMA.