THE PRIVACY POLICY

At Sage Hill School ("Sage Hill", "we", "us", "our") we value your support and respect your privacy rights. As a demonstration of our commitment to protecting your rights, we created this privacy policy ("Privacy Policy") to explain how we treat the information collected and received from your use of our website, http://www.sagehillschool.org ("Website"). This Privacy Policy is provided to help you make an informed decision whether to continue to visit and use the Website, and to demonstrate our commitment to fair information practices and the protection of privacy. This Privacy Policy applies only to the Website, and we are not responsible for the practices of persons, companies, or websites that Sage Hill does not control, manage, or employ. This Privacy Policy governs your interaction with the Website and your use of the Website.

What Information This Privacy Policy Covers

Certain features and benefits on our Website may utilize your Personally Identifiable Information (as defined below). Personally Identifiable Information collected and utilized on the Website may include your name, home address, telephone number, username, email address, credit card and billing information, IP address and identifiable information stored in digital cookies ("Cookies"). You are responsible for ensuring the accuracy of the Personally Identifiable Information you submit to Sage Hill. Inaccurate information may affect your ability to use the Website, the information you receive when using the Website, and our ability to contact you. For example, your email address should be kept current because that is one of the primary manners in which we communicate with you. Sage Hill may also collect additional personal information through the use of “portal”, which is available only to current registered students and their parents and legal guardians. The portal and the use of Personally Identifiable Information provided through the portal are governed by the Sage Hill technology use policy and other policies between us and our registered students and their parents and legal guardians.

What You Consent to by Using Our Website

Please understand that by submitting any Personally Identifiable Information to us and/or using the Website, you consent and agree that we may collect, use and disclose such Personally Identifiable Information in accordance with this Privacy Policy, and as permitted or required by law. If you do not agree with these terms, then please do not provide any Personally Identifiable Information to us or use the Website. If you refuse or withdraw your consent, or if you choose not to provide us with any required Personally Identifiable Information, we may not be able to provide you with the products or services that can be offered on our Website.

What Information We Collect

We gather and utilize the following types of personally identifiable information about users through the Website (collectively, items 1 and 2 are the "Personally Identifiable Information"):

1. **Persistent Identifiers.** When users come to our Website, we may track, collect and aggregate information indicating, among other things, which pages of our Website were
visited, the order in which they were visited, and which hyperlinks were “clicked,” etc. Collecting such information may involve logging the IP address, operating system and browser software used by each user of the Website. We may be able to determine from an IP address a user’s Internet Service Provider and the geographic location of his or her point of connectivity.

We also use or may use Cookies to help us determine, without limitation, the type of content and sites to which a user of our Website links, the length of time each user spends at any particular area of our Website, and the specific functionalities that users choose to use. Essentially, Cookies are a user’s identification card for the Sage Hill servers. Cookies allow Sage Hill to serve you better and more efficiently, and to personalize your experience at our Website.

You should be able to control how and whether Cookies will be accepted by your web browser. Most browsers offer instructions on how to reset the browser to reject Cookies in the “Help” section of the toolbar. If you reject our Cookies, certain of the functions and conveniences of this Website may not work properly, but you do not have to accept our Cookies in order to productively use many functionalities of the Website. Our Website Cookie and other tracking methods do not otherwise change in any manner in response to browser “Do Not Track” requests.

2. **Personal Information.** We collect “Personal Information” (i.e., your name, home address, telephone number, username, email address, credit card and billing information) that you provide to us when using the Website, such as when you send us email messages. We also utilize the Personal Information you provide directly to Sage Hill (not via the Website) during Sage Hill’s registration process in order to set up your account on the Website. Among other things, we may collect and use the Personal Information that you provide to respond to your questions, provide you the specific services you select or required by your enrollment in the school, send you updates about Sage Hill, enroll you in school courses or Sage Hill’s summer school program, provide you with admissions-related information, process your credit card donations and event registrations, send you email messages about Website maintenance and updates, enable you to connect via the Website to web-based services operated by third parties and inform you of significant changes to this Privacy Policy.

   a. **Updates.** Sage Hill may offer you the ability to receive email updates. In order to subscribe to such email updates, you may be required to provide us with Personal Information such as your name, email address and zip code.

   b. **Registration/Creating a Profile.** In order to register your account with the Website and create a profile for you on the Website (“Profile”), Sage Hill will utilize certain of your Personal Information.

   c. **Third Parties.** Sage Hill may provide Personal Information and other Personally Identifiable Information to third parties in connection with third party plugins incorporated into the Website.

   d. **Donations.** When making donations on our Website, you are required to provide us with Personally Identifiable Information, such as your name, address, billing information and email address.
e. **Event Registration.** When you register to attend an event hosted by or through Sage Hill you are required to provide us with Personally Identifiable Information, such as your name, address, billing information and email address.

f. **Communications with Sage Hill.** We may receive Personal Information and other Personally Identifiable Information when you send us an email message or otherwise contact us.

**How We Use the Information**

Please take some time to familiarize yourself with the different ways Sage Hill uses the information that we gather.

1. **Persistent Identifiers.** We use Persistent Identifiers in aggregate form to build higher quality, more useful services by performing statistical analyses of the collective characteristics and behavior of our users, and by measuring demographics and interests regarding specific areas of our Website. We also provide Persistent Identifiers to the third parties disclosed in this Privacy Policy to the extent such information is necessary for the Third Party Sites (as defined below) to function effectively.

2. **Personally Identifiable Information.** This Privacy Policy serves as notice that we collect Personally Identifiable Information in the manners described herein. Except as set forth in this Privacy Policy or as specifically agreed to by you, Sage Hill will not disclose any Personally Identifiable Information we gather from you on the Website. In addition to the other uses set forth in this Privacy Policy, we may disclose and otherwise use Personally Identifiable Information as described below.

   a. **Updates.** We use Personally Identifiable Information collected when you sign-up for our various email or update services to send you the messages that you request us to send. We may also archive this information and/or use it for future communications with you.

   b. **Registration/Creating a Profile.** We may use Personally Identifiable Information you provided to Sage Hill during Sage Hill’s school registration process to create your online Profile. Any videos or other content that you submit to the Website (including any Personally Identifiable Information contained therein) may be distributed through the internet and other media. In the event that you elect to do so, please refer to the “Safety Tips” Section below. We may also archive this information and/or use it for future communications with you. We may use Personally Identifiable Information you provide to Sage Hill during Sage Hill’s school registration process and on the Website to create your profile on Sage Hill’s online portal. Sage Hill may provide and collect certain Personally Identifiable Information on the portal, including grades and student health information. The privacy terms related to the collection, use, and disclosure of such information and the portal are governed by the Sage Hill technology use policy and other policies in place between Sage Hill and its current students and parents and legal guardians of current students.
c. **Communications with Sage Hill.** When you send us an email message or otherwise contact us, we may use the information provided by you to respond to your communication and/or as described in this Privacy Policy. We may also archive this information and/or use it for future communications with you.

d. **Process Donations.** We use Personally Identifiable Information collected when you make a donation on our Website to process your donation, and we may also archive this information and/or use it for future communications with you.

e. **Course and Event Registration.** We use Personally Identifiable Information collected when you register for a school course, summer school or event on our Website to process your registration, and we may also archive this information and/or use it for future communications with you.

f. **Disclosure to Sage Hill Operations and Maintenance Contractors.** Our operations and maintenance contractors sometimes have limited access to your Personally Identifiable Information in the course of providing products or services to us. These contractors may include vendors and suppliers that provide us with technology, services, and/or content related to the operation and maintenance of the Website. Access to your Personally Identifiable Information by these contractors is limited to the information reasonably necessary for the contractor to perform its limited function for us.

g. **Government Authorities, Legal Rights and Actions.** Sage Hill may share your Personally Identifiable Information with various government authorities in response to subpoenas, court orders, or other legal process; to establish or exercise our legal rights or to protect our property; to defend against legal claims; or as otherwise required by law. In such cases we reserve the right to raise or waive any legal objection or right available to us. We also may share your Personally Identifiable Information when we believe it is appropriate to investigate, prevent, or take action regarding illegal or suspected illegal activities; to protect and defend the rights, property, or safety of Sage Hill, the Website, our users, customers, or others; and in connection with other agreements.

h. **Other Third Parties.** For your convenience we may provide embedded third party plugins and applications in the Website that are operated by companies other than Sage Hill ("Third Party Sites") that we believe are important educational tools (such as Google Apps for Education, YouTube and Haiku) and/or that we believe may be of interest to you.

We take reasonable steps to release Personally Identifiable Information only to the Third Party Sites that are capable of maintaining the confidentiality, security and integrity of such information. We are not responsible for the privacy practices of these Third Party Sites. Please be aware that we do not control the Third Party Sites.

If you have any inquiries regarding a Third Party Site or its privacy policy, please contact us using the contact information listed in the “Contact Sage Hill” section below.
Confidentiality & Security of Personally Identifiable Information

We consider the confidentiality, integrity and security of your information to be of the utmost importance. We will use commercially reasonable efforts to keep your Personally Identifiable Information private and will not share it with third parties, except as otherwise provided in this Privacy Policy, or unless we have good faith belief that such disclosure is necessary in special cases, such as a physical threat to you or others. Sage Hill takes reasonable measures to protect your Personally Identifiable Information from disclosure to or access by third parties other than as permitted by this Privacy Policy. Please note that we do not guarantee the security of Personally Identifiable Information, and there is some risk that an unauthorized third party may find a way to circumvent our security systems or that transmissions of your information over the internet will be intercepted.

Updating or Deleting Your Personally Identifiable Information

We maintain a procedure in order to help you confirm that your Personally Identifiable Information remains correct and up-to-date or choose whether or not you wish to receive material from us.

You may change, update, delete, or otherwise modify your Profile information at any time by emailing us using the contact information in the "Contact Sage Hill" section below in order to delete or update your Personally Identifiable Information on our systems and/or remove Personally Identifiable Information from your Profile.

If you have any other privacy-related questions or unresolved problems, you may contact Sage Hill using the contact information provided below.

Changing Our Privacy Policy

Please note that we review our privacy practices from time to time, and that these practices are subject to change. Any change, update, or modification will be effective immediately upon posting on our Website. We will notify you of any material change to this Privacy Policy by posting a notice on our Website’s homepage for a reasonable period of time following such update, and by changing the effective date (located at the bottom of this page). Be sure to return to this page periodically to ensure familiarity with the most current version of this Privacy Policy.

International Users

Our Website is hosted in the United States and is intended for and directed to users in the United States. If you access the Website from any region or country with laws or regulations governing personal data collection, use, and disclosure, that differ from United States laws, please be advised that through your continued use of the Website, which is governed by U.S. law, this Privacy Policy, you are transferring your personal information to the United States and you consent to that transfer.
Sage Hill makes no representation that the Website operates (or is legally permitted to operate) in all geographic areas, or that the Information, Website, or Services are appropriate or available for use in other locations. Accessing the Website from territories where the Website, or any content or functionality of the Website or portion thereof, is illegal is expressly prohibited. If you choose to access the Website, you agree and acknowledge that you do so on your own initiative and at your own risk and that you are solely responsible for compliance with all applicable laws.

California Privacy Rights

Under California Law, California residents can request in writing from businesses with whom they have an established business relationship: (a) a list of the categories of Personally Identifiable Information and the type of services provided to the customer, that a business has disclosed to third parties (including affiliates that are separate legal entities) during the immediately preceding calendar year for the third parties' direct marketing purposes and (b) the names and addresses of all such third parties. To make such a request from Sage Hill, if entitled, please use the contact information listed below. We will respond to such properly addressed written requests. Please note that we are only required to respond to each customer once per calendar year.

Safety Tips

Sage Hill is committed to protecting the privacy and safety of our users, especially those who are minors. In the event that you feel threatened, harassed, or otherwise unsafe as a result of your Profile or the use of the Website, report it to your parents, the authorities or Sage Hill using the contact information below.

Contacting Sage Hill

If you have any questions, comments or complaints about this Privacy Policy or our Website, please contact us:

Phone : 949-219-0100
Email: helpdesk@sagehillschool.org
Address:
Sage Hill School
20402 Newport Coast Drive
Newport Coast CA 92657

Effective August 1, 2015