

Privacy Policy

Last Updated: September 24, 2024

Welcome to *Al Rahma Sunday School by ISGL* ("we," "us," or "our") and our [website](#). We value your privacy and are committed to protecting the personal information of students, parents, and visitors to our site. This Privacy Policy outlines the types of information we collect, how we use it, who we share it with, and your rights in relation to this data. By using our website, you agree to the practices described in this policy.

1. Information We Collect

We collect and process various types of personal information from our users, including but not limited to:

- **Personal Identifiers:** This includes your first name, last name, email address, home address, phone number, and date of birth.
- **Health Information:** We may collect sensitive health-related information, such as known medical allergies, for purposes of ensuring student safety and complying with legal obligations.
- **Consent for Images:** We collect and store images of students and staff when explicit consent has been provided by the student's parent or guardian.
- **Payment Information:** When you make payments through our website for tuition, events, or donations, we collect payment details through our third-party payment processor.

We collect this information in various ways, including directly from parents/guardians during the enrollment process, through our website forms, and in connection with other school-related activities or programs.

2. How We Use Your Information

We use your personal information for the following purposes:

- **Educational Record Keeping:** To maintain and update student records, such as attendance, enrollment, and medical records.
- **Communication:** To send updates, announcements, and important notifications regarding school activities, programs, or events to parents, students, and guardians.
- **Payment Processing:** To securely process payments related to school tuition, activities, or donations using a third-party payment processor.

- **Health and Safety:** To ensure we are aware of any allergies or medical conditions for the safety and well-being of students.
 - **Legal Compliance:** To ensure compliance with U.S. federal and state privacy laws, including **FERPA** and **COPPA**.
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3. Legal Basis for Processing Personal Information

We rely on the following legal grounds to process your personal information:

- **Consent:** We collect and use certain personal information (e.g., health data, consent images) only when we have obtained your consent.
 - **Legal Obligation:** We may process personal data as required by applicable U.S. laws and regulations, such as **FERPA** and **COPPA**.
 - **Legitimate Interests:** We may process personal data when it is necessary for the school's legitimate interests, such as ensuring the safety of students or providing educational services.
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4. How We Share Your Information

We do not sell or rent your personal information to third parties. However, we may share your personal information under the following circumstances:

- **Third-Party Service Providers:** We may share your data with trusted third-party service providers to help us operate the website or manage school-related services. For example, we use a third-party payment processor to securely handle financial transactions. These service providers are required to adhere to strict data protection policies to ensure your information remains confidential and secure.
 - **Legal Requirements:** We may disclose your personal information if required by law or in response to valid legal requests, including court orders, subpoenas, or other legal processes.
 - **School-Authorized Partners:** With your consent, we may share student information with authorized third parties for school-related programs, activities, or projects.
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5. Cookies and Tracking Technologies

Our website uses cookies and other tracking technologies to collect information about how you use our site. Cookies help us:

- Improve site performance
- Customize your user experience
- Track site usage and gather analytics

Cookies may collect data such as your IP address, browser type, device type, and browsing behavior. You have the option to disable cookies in your browser settings, though this may impact the functionality of certain features on our website.

6. Data Security

We take the security of your personal information very seriously. We have implemented a variety of technical and organizational measures to protect your data from unauthorized access, disclosure, or alteration. These measures include:

- **Encryption:** We use SSL (Secure Socket Layer) encryption to safeguard the transmission of sensitive information, such as payment details.
- **Access Controls:** Access to personal data is restricted to authorized personnel only, and such individuals are bound by confidentiality agreements.
- **Secure Storage:** Personal data is stored in secure databases and cloud services with regular security audits and monitoring.

Please note, while we strive to protect your personal information, no method of electronic transmission or storage is 100% secure. We cannot guarantee absolute security of your data, and you share information with us at your own risk.

7. Children's Privacy

We comply with the **Children's Online Privacy Protection Act (COPPA)**, which restricts the collection of personal information from children under the age of 13 without parental consent. If you are a parent or guardian and believe your child's information has been collected without your consent, please contact us immediately at [Contact Email] so we can delete such information from our records.

For more information about COPPA, please visit the **Federal Trade Commission's COPPA FAQ**.

8. Your Rights Regarding Personal Information

Depending on the applicable laws in your jurisdiction, you may have the following rights concerning your personal information:

- **Access to Information:** You can request access to your personal data, including student records and medical information.
- **Correction of Data:** You may request corrections to any inaccurate or incomplete personal information we hold.
- **Data Deletion:** You may request the deletion of your personal data, subject to legal and regulatory requirements, such as compliance with **FERPA**.

- **Opt-Out of Communications:** You can choose to stop receiving non-essential communications by following the unsubscribe instructions included in our emails or by contacting us directly.
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9. FERPA and Student Privacy

We comply with the **Family Educational Rights and Privacy Act (FERPA)**, which gives parents and eligible students certain rights regarding the access, amendment, and privacy of student education records. Under FERPA, parents or guardians have the right to:

- Inspect and review their child's education records.
- Request corrections to any inaccurate or misleading information in the student's records.
- Consent to the disclosure of personally identifiable information, except in certain permitted circumstances such as emergencies or compliance with a legal obligation.

For more detailed information on FERPA, visit the **U.S. Department of Education's FERPA page**.

10. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated "Last Updated" date. We encourage you to review this policy periodically to stay informed about how we are protecting your personal information.

11. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or the way we handle your personal information, please contact us at:

Al Rahma Sunday School by ISGL
5 Courthouse Lane, Chelmsford, MA 01824
+1 978-970-5552
contactus@alrahmaisgl.org

Links to Laws for Reference:

- **COPPA (Children's Online Privacy Protection Act):**
[FTC COPPA Compliance](#)
- **FERPA (Family Educational Rights and Privacy Act):**
[U.S. Department of Education FERPA Overview](#)