



2018-2019 School Year

PRIVACY PRACTICES STATEMENT

Notice of Information Practices and Privacy Statement

HOW WE COLLECT INFORMATION ABOUT YOU

The admissions office collects educational data about your child through a variety of means including but not limited to letters, phone calls, emails, faxes, voice mails, and from the submission of forms and psycho-educational evaluations. This information is necessary for processing applications, planning individualized educational plans or may be required by law.

HOW WE DO USE YOUR INFORMATION

Information received may include educational history and personal health information and is used by any and all professional educators within Chesapeake Bay Academy. Information provided to us that is determined to be relevant to daily educational activities may be included in the student's Individual Instruction Plan (IIP), while more detailed information is kept within the child's personal record which is accessed only during school hours by CBA employees. If there is any personal or medical information that you as a parent DO NOT want to be recorded in the student's IIP or kept in the personal record, please inform the Head of School. You and she can determine whether any information should be restricted.

WHAT WE DO NOT DO WITH YOUR INFORMATION

Your child's attendance at CBA is not considered confidential information. However, information about your child's educational background, medical condition(s), and prior care provided to us in writing, via email, on the phone (including information left on voice mails), contained in or attached to applications, or directly or indirectly shared with us is held in strict confidence and never provided to anyone outside of CBA, except where required by law. We do not exchange, barter, rent, sell, lend, or disseminate any information about our students to individuals or organizations.

LIMITED RIGHT TO USE (Non-Identifying Personal Information from Biographies, Letters, Notes, and Other Sources)

Any stories, letters, biographies, correspondence, or notes sent to us become the exclusive property of Chesapeake Bay Academy. We reserve the right to use non-identifying information about our students for fundraising and promotional purposes that are directly related to our mission. Students will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without a parent's express advance permission.

You may specifically request that NO information be used whatsoever for promotional purposes, but you must identify any requested restrictions in writing. We respect your right to privacy and assure you no identifying information or photos that you send to us will be publicly used without your consent.



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Your signature on this form attests to your having a full understanding of the details of CBA's policies regarding the handling of your child's personal information.

- I give permission for Chesapeake Bay Academy to share my contact information with the community data base:

- I give permission that images of my child may be used by Chesapeake Bay Academy for promotional and publicity purposes:

Parent/Guardian Signature

Admission Officer or Witness Signature

Parent/Guardian Full Name (Print)

Admission Officer/Witness Full Name (Print)

Date

Date

Student Name (Print)