

	<b>School Policy:</b>	<b>Website Privacy</b>
	<b>Category:</b>	Privacy
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	<b>Approved By:</b>	Head of School
	<b>Contact Person:</b>	Executive Director of IT / Privacy Officer

## PURPOSE

Strathcona-Tweedsmuir School (“STS”) is committed to protecting the privacy of students, parents, guardians, employees, and website visitors. This Website Privacy Policy explains how STS collects, uses, discloses, and safeguards personal information in accordance with the Alberta Personal Information Protection Act (PIPA) and other applicable Canadian legislation. This Policy is also guided by STS’s External Privacy Policy.

## SCOPE

This Policy applies to information collected through STS’s websites and any connected online services.

For the purposes of this Policy, STS includes Elementary School, Middle School, Senior School, STAND School, Summer Programming, and Summer School.

## INFORMATION COLLECTED

When you visit any STS website, we may automatically collect limited technical information including, but not limited to:

- Date and time of visit
- Browser type and operating system
- Internet service provider
- Referring website
- Pages visited and navigation history
- Internet Protocol (IP) address

This information is used for website administration and security, system maintenance and troubleshooting, and statistical analysis. This information is generally non-identifying, but where it can reasonably be associated with an identifiable individual, it is treated as personal information under PIPA.

## THIRD PARTY SERVICE PROVIDERS

STS may disclose the personal information obtained to trusted third-party service providers who assist with:

- Website hosting and maintenance
- Data storage and information systems
- Student information and enrollment platforms
- Communication and email distribution services

These service providers are authorized to use personal information only as necessary to provide services to STS and are required to protect the information in accordance with PIPA.

Third-party providers may collect personal information when their services are accessed through the STS website (e.g. CAIS, Round Square, IBO, LinkedIn, Meta, YouTube, etc.)

Personal information may be stored or processed outside Alberta or Canada, in which case it may be subject to the laws of those jurisdictions.

## **PERSONAL INFORMATION YOU PROVIDE VOLUNTARILY**

STS may collect personal information when you voluntarily provide it through event registration, enrollment, re-enrollment, digital forms, or other online interactions, such as, but not limited to:

- Name
- Email address
- Telephone number
- Mailing address
- Inquiry or registration information

## **USE OF PERSONAL INFORMATION**

STS collects, uses, and discloses personal information only for purposes that are reasonable and related to our administrative and/or educational operations, including but not limited to:

- Responding to inquiries
- Admissions, enrollment, and student administration
- School communications and newsletters
- Educational programming and services
- Legal and regulatory compliance
- Website administration and security

Personal information will not be used for new purposes without obtaining appropriate consent, unless permitted or required by law.

## **CONSENT**

By providing personal information to STS, individuals consent to its collection, use, and disclosure as described in this Policy and STS's Privacy: External Policy.

For students who are minors, consent to the collection, use, and disclosure of their personal information, as described in this Policy and STS's Privacy: External Policy, is obtained from a parent or legal guardian, unless otherwise permitted by law. Consent may be withdrawn at any time, subject to legal or contractual restrictions and reasonable notice through the Privacy Officer. Withdrawing consent may limit the STS's ability to provide certain services.

## **COOKIES AND SIMILAR TECHNOLOGIES**

STS websites may use cookies and similar technologies to enhance user experience and analyze website usage. Cookies do not identify visitors personally; they identify browsers or devices. Visitors may disable cookies through their browser settings; however, doing so may affect website functionality.

## **INFORMATION COLLECTED VIA THE WEBSITE**

STS may send electronic communications, including newsletters, announcements, and school-related information, in accordance with Canada's Anti-Spam Legislation (CASL). Recipients may withdraw consent at any time by using the unsubscribe link or by contacting the Privacy Officer.

## **SAFEGUARDS**

STS protects personal information using reasonable administrative, technical, and physical safeguards appropriate to the sensitivity of the information, including but not limited to:

- Restricted access to personal information
- Secure systems and passwords
- Staff training on privacy obligations

## **RETENTION AND DISPOSAL**

Personal information is retained only as long as necessary to fulfill the purposes for which it was collected or as required by law. When no longer required, information is securely destroyed or anonymized.

## **ACCESS AND CORRECTION**

Individuals have the right to request access to their personal information and to request corrections if it is inaccurate or incomplete, subject to legal exceptions. Requests must be made in writing to the School's Privacy Officer.

## **EXTERNAL LINKS**

STS websites may contain links to third-party websites. STS is not responsible for the privacy practices or content of external sites.

## **QUESTIONS OR COMPLAINTS**

Individuals with questions or concerns about this Policy or the handling of personal information may contact the STS Privacy Officer. If an individual is not satisfied with STS's response, they may submit a written complaint to the Office of the Information and Privacy Commissioner of Alberta.

### **Privacy Officer**

Strathcona-Tweedsmuir School  
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[privacy@sts.ab.ca](mailto:privacy@sts.ab.ca)