



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: C – General School Administration
POLICY TITLE: Website Privacy Notice
FILE No.: CJ
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TABLE OF CONTENTS

1. PURPOSE AND PHILOSOPHY
 2. PERSONALLY IDENTIFIABLE INFORMATION
 3. COLLECTION OF INFORMATION
 4. HOW PII IS USED BY THE DISTRICT
 5. DATA SECURITY AND QUALITY
 6. PROCEDURES FOR USER ACCESS AND CORRECTION
 7. NON-DISTRICT WEBSITES
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1. PURPOSE AND PHILOSOPHY

- 1.1. Nebo School District is committed to protecting the privacy of those accessing its websites. The purpose of this policy is to inform those accessing District websites about the collection and use of the personally identifiable information of its users in compliance with [UTAH CODE ANN. § 63D-2-103](#).
- 1.2. Nebo School District operates its own website. Questions and comments related to the website may be communicated through email to question-comment@nebo.edu.

2. PERSONALLY IDENTIFIABLE INFORMATION

- 2.1. For the purposes of this policy "personally identifiable information" means any information collected online that could serve to identify an individual. It may include the following:
 - 2.1.1. First and last name
 - 2.1.2. Physical address
 - 2.1.3. Email address
 - 2.1.4. Telephone number
 - 2.1.5. Credit card information
 - 2.1.6. Account Number
 - 2.1.7. Bank account information
 - 2.1.8. Any combination of personal information that could be used to determine identity

3. COLLECTION OF INFORMATION

- 3.1. The following information may be automatically collected and retained when a person accesses District web pages or downloads information:
 - 3.1.1. The internet domain and Internet Protocol (IP) address of the computer being used to access the District site;
 - 3.1.2. The type of browser and operating system used;
 - 3.1.3. The date and time of access; and
 - 3.1.4. The specific portions of the website visited.
- 3.2. The data collected serve as part of the District's statistical analysis about the use of its website to better design online services and improve access to them. The District does not attempt to gain personally identifiable information about individual users and associate it with IP addresses. The District does not use the information automatically collected to ascertain a user's personally identifiable information. The District may detect user IP addresses for providing location-based user information and services. The District does not maintain or collect user IP addresses or disclose such addresses to any third parties.
- 3.3. Except where specified, a user is not required to provide personally identifiable information to visit or download information from District websites. Unless a user chooses to make personally identifiable information available, the District does not collect such information. The District does not use or place spyware on users' computers. The District may request personally identifiable information from users in order to perform requested specialized services.

4. HOW PII IS USED BY THE DISTRICT

- 4.1. Email or other information requests sent to a District website may be saved and used to respond to the request, may be forwarded to the appropriate employee, may be used to communicate updates to the website that may be of interest to patrons, or may be used to provide the web designer with valuable customer feedback to assist in improving the website.
- 4.2. Any personally identifiable information an individual provides to a District site will be used solely by the District, its schools, and third-party agents with whom it has contracted to perform a District function on its behalf, unless the information is designated as a public record under the Government Records Access and Management Act (GRAMA), [UTAH CODE ANN. § 63G-2-101, et. seq.](#)
- 4.3. Information collected is subject to the access provisions of GRAMA and other applicable sections of the Utah Code, federal regulations, and federal law. Consequently, certain communications may be subject to public disclosure. However, in these instances the user will be notified on the website.
- 4.4. All records that are prepared, owned, received, or retained by the District that may be reproduced by certain means are considered public, unless they are classified as private, controlled or protected as outlined in GRAMA, or are records to which access is restricted according to court rule, other State law, federal law, or federal regulation. Information that is generally considered a public record under GRAMA may be subject to electronic access through the District website.
- 4.5. Personally Identifiable Information is used by the District for the purpose of conducting official District business. The District may share PII with another governmental entity if it is designated as a record that is private, controlled, or protected under GRAMA's governmental sharing provisions found in [UTAH CODE ANN. § 63G-2-206](#) unless such data sharing is expressly prohibited by federal law, state law, or federal regulation.

5. DATA SECURITY AND QUALITY

- 5.1. The District is committed to data security and the data integrity of PII available from or collected by its websites. The District has taken precautions to protect PII from loss, misuse, or alteration. Any authorized third parties responsible for this information are committed to the same principles, and are required by contract to follow the same policies and guidelines as the District in protecting this information. Website users should be aware, however, that even though protections are in place, the District cannot guarantee against the occurrence of hardware failure, unauthorized intrusion, or other technical problems.

6. PROCEDURES FOR USER ACCESS AND CORRECTION

- 6.1. Unless otherwise prohibited by law, an individual may access and correct PII whether or not the inaccuracy was created by accident, unauthorized access, or a change in circumstances. The District also reserves the right to use any legally appropriate measures to prevent, monitor, and investigate any attempt to deface, delete, or otherwise tamper with or abuse a District website, server, database, information system, or other technology asset.

7. NON-DISTRICT WEBSITES

- 7.1. Visitors may link to various third-part websites from District web pages. The District is not responsible for the privacy practices or content of external sites. Many of these sites, particularly those in the private sector, may not be subject to GRAMA, other sections of the Utah Code, or federal law. Those visiting external sites are advised to check the applicable privacy statement and be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

EXHIBITS

None

REFERENCES

[UTAH CODE ANN. § 63D-2-103](#)

[UTAH CODE ANN. § 63G-2-101, et. seq.](#)

FORMS

None

HISTORY

Adopted: 10 April 2024.
