

## **Privacy Policy for the Laurel Ledge Parent Teacher Organization**

Our Mailing Address is:

**Laurel Ledge Parent Teacher Organization**

**c/o Laurel Ledge Elementary School**

**30 Highland Avenue**

**Beacon Falls, CT 06403**

**(203) 729-5355**

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected via the contact sheet. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to inform you of the following:

- Notifications of PTO meetings
- Notifications of Park and Recreation signups
- Notifications of Sporting Activity Signups
- Notifications of Library Functions
- The Laurel Ledger Newsletter
- The Monthly Calendar of School Events
- Other Activities conducted by the PTO and its committees

Outside Organizations such as the Park and Rec Dept. and Sporting Activities and The Town Library will not have access to your information they can only request the information be sent to you via the Superintendent's Approval of Notification.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given above:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

### **Security**

We take precautions to protect your information. The information you provide to us will be used in our email campaign system provided via Vertical Response – a free email campaign service to non-profit organizations as ours. You can visit their website at <http://www.verticalresponse.com> to view their privacy statement.

The email campaigns we generate to you are accessible only to volunteers with access to the vertical response account via username and password.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at (203) 729-5355 or via email – [laurelledgepto@yahoo.com](mailto:laurelledgepto@yahoo.com).**