

# The Lovett School



## Accounting Policy PO-05

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### Online Privacy and Refund Policy

Effective Date: 3/1/09  
Approved By: Business Manager

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#### Online Privacy Policy

The Lovett School respects and is committed to protecting your privacy. Lovett does not collect personal information about you when you visit our website, unless you choose to provide such information to us. Lovett will not share, sell or trade your information with outside parties.

#### **Disclosure of Student Information**

The Lovett School will not sell, rent or trade personally identifiable information about students. The Lovett School reserves the right to share student information with third parties limited to a student's first and last name, and where necessary, a Lovett email address in order to establish web-based educational accounts for classroom use.

#### Online Information that The Lovett School collects

##### **Online Enrollment**

In order to apply for enrollment, or to register an existing student, a user may complete an online enrollment form. On this form, a user is required to give contact information, which includes such personal information as name, e-mail address, home address and phone number. This information is transmitted to *infosnap*, a third party vendor that provides the on-line enrollment processing software. *infosnap* uses a secure server that employs the latest in SSL encryption to process online transactions. The information is transmitted from *infosnap* to The Lovett School so that the databases of several internal departments can be updated. Some data will be used to update the annual Lovett School Directory. Only those Lovett employees and consultants with responsible need are authorized to have access to the information saved in the Lovett databases.

Please click here for access to *infosnap*'s privacy and security policies:

<https://www.infosnap.com/m/privacy>

<https://www.infosnap.com/m/security>

<https://www.infosnap.com/m/technology>

##### **Online Giving**

If you complete an online annual fund giving request, you will be asked to provide personally identifying information. This information may be used by The Lovett School to identify your gift, send you further information about your gift, or to contact you if necessary.

##### **Online Payments**

Online payments may be made for application fees, tuition, online giving, camp and summer programs and other possible transactions. The Lovett School does not store any credit card or ACH information. All credit card or ACH information is processed by one the following vendors: PayPal, FACTS Management Company, IATS or Network Merchant Inc. (NMI). Please click here for access to their respective privacy policies:

PayPal

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[http://www.paypal.com/cgi-bin/webscr?cmd=p/gen/ua/policy\\_privacy-outside#section-two](http://www.paypal.com/cgi-bin/webscr?cmd=p/gen/ua/policy_privacy-outside#section-two)

FACTS Management

<http://www.factsmtgt.com/onecolumn.aspx?id=1511&path=fac.sec>

IATS

[http://www.iats.ticketmaster.com/english/privacy\\_policy.html](http://www.iats.ticketmaster.com/english/privacy_policy.html)

Network Merchants Inc. (NMI)

<https://www.nmi.com/company/privacy.php>

### Online Refund Policy

If it is determined that an online payment was erroneously made, The Lovett School will refund the payment. You can request a refund by written request to the Business Office. Please include your name, payment information and the date and amount of the transaction. Payment will be refunded in the same manner in which it was paid to the school.

### Online Camp Registration

Online registration and payment is required for camps and summer school programs at Lovett. This information is processed through CamperReg a third party vendor that provides the software to process program enrollment. The information provided will be used to produce a roster of program participants. Only those Lovett employees and consultants with responsible need are authorized to have access to the information saved in the Lovett databases. CamperReg will disclose personally identifiable information and to third parties for the purposes of credit card payment processing.

Please click here for access to CamperReg's privacy and security policies:

### CamperReg

<http://www.camperreg.com/privacy.html>

### Cookies

Cookies are very small text files that are stored on your computer for record-keeping purposes and which enable us to recognize your computer each time you return to our site. We use "cookies" to keep track of your elected user preferences so that we can automate certain aspects of our website. By using cookies, we can tailor your Lovett website experience to your individual needs

Our website does NOT use "cookie" technology in ways that compromise your privacy. We do not link the information that we store in cookies to any personally identifiable information that you submit to our site. We use both session ID cookies and persistent cookies. We use session cookies to make it easier for you to navigate our site. A session ID cookie expires when you close you browser. A persistent cookie remains on your hard drive for an extended period of time.

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You can remove persistent cookies by following directions provided in your Internet browser's "help" file. We set a persistent cookie to store your website user preferences, so you don't have to enter it more than once.

If you reject cookies, you may still use our site, but your ability to use some areas of our site may be limited.

#### Opt out or Change Your Contact Information

If you choose not to have your contact information printed in either the annual Lovett Directory or in the online directory, or you have changes to the information, please contact Sandy Wiedemann in the Office of Community Relations at [sweidemann@lovet.org](mailto:sweidemann@lovet.org).

#### Links to Other Sites

The Lovett School website may contain links to other sites which may be of interest to our readers. The Lovett School is not responsible for the privacy practices or the content of such Web sites. We encourage you to be aware when you leave our site and to read the privacy statements of each Web site that collects personally identifiable information. This privacy statement applies only to information collected by this Web site.

#### Contact The Lovett School

If you should have questions about our privacy statement, or with this Web site, please contact [kbllass@lovet.org](mailto:kbllass@lovet.org) or 404-262-3032.