INTERNET PRIVACY

The Portsmouth City School Board is committed to complying with the Government Data Collection and Dissemination Practices Act (formerly known as the Privacy Protection Act) and the Virginia Freedom of Information Act. The Portsmouth City School Division shall not collect unnecessary personal information by means of its website, and shall collect only appropriate personal information to the extent necessary to serve its constituents and the community.

Personal information collected and retained by the school division's website will be maintained in compliance with the Government Data Collection and Dissemination Practices Act. Any individual wishing to learn the purpose for which information has been recorded and the particulars of its use and dissemination may contact the Superintendent or the Superintendent's designee regarding this information. Any person wishing to correct, erase or amend inaccurate, obsolete or irrelevant information may do so by procedures established by the Superintendent or the designee.

The school division shall inform the public of any personal information collected through its website by posting the following privacy statement or a link to this privacy statement in a conspicuous fashion at the top of the website home page:

Portsmouth City Public Schools
Internet Privacy Policy Statement

The following information explains the Internet Privacy Policy, which the Portsmouth City Public Schools has adopted for its website. The following is intended to explain our current Internet privacy practices, but shall not be construed as a contractual promise. We reserve the right to amend our Internet Privacy Policy Statement at any time without notice.

Virginia Law

We protect our records in accordance with our obligations as defined by applicable Virginia statutes, including, but not limited to, the Government Data Collection and Dissemination Practices Act, the *Virginia Freedom of Information Act*, and by any applicable federal laws.

Links to other websites

Our website may contain links to other public or private entities' websites, whose privacy practices we do not control.

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Information we collect

When you access our website, the routing or client information, and the essential and nonessential technical information listed below, is automatically collected. No other information is collected through our website except when you deliberately decide to send it to us (for example, by clicking on a link to send us an e-mail). The information you might choose to send us is listed below as "optional information."

Routing, or client, information: the Internet domain and Internet address of the computer you are using;

Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using, and the date and time of access;

Nonessential technical information: the Internet address of the website from which you linked directly to our website, and the "cookie information" described below; and,

Optional information: when you send us an e-mail, your name, e-mail address, and the content of your e-mail, and/or when you fill out online forms, all the data you choose to fill in or confirm.

Cookies:

Our website does not place any "cookies" on your computer.

How the collected information is used:

Routing information is used to route the requested web page to your computer for viewing. We send the requested web page and the routing information to our Internet Service Provider (ISP) or other entities involved in transmitting the requested page to you. We do not control the privacy practices of those entities. Essential and nonessential technical information helps us respond to your request in an appropriate format, or in a personalized manner, and helps us plan website improvement.

Optional information enables us to provide services or information tailored more specifically to your needs or to forward your message or inquiry to another entity that is better able to do so, and also allows us to plan website improvements.

We may keep your information indefinitely, but we ordinarily delete the routing information from our computer with 14 days after the web page is transmitted and do not try to obtain any information to link it to the individuals who browse our website. We use this routing

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information primarily in a statistical summary type format to assess site content and server performance. We may share this summary information with our business partners when needed.

However, on rare occasions when a "hacker" attempts to breach computer security, logs of routing information are retained to permit a security investigation and in such cases may be forwarded together with any other relevant information in our possession to the appropriate law enforcement agency.

Optional information is retained in accordance with the Records Retention Schedules promulgated by the Library of Virginia.

Under the Freedom of Information Act, any records in our possession at the time of a request for information may be subject to being inspected by or disclosed to members of the public for any purpose.

Choice to provide information:

There is no legal requirement for you to provide any information at our website. However, our website will not work without routing information and the essential technical information. Failure of your browser to provide nonessential technical information will not prevent your use of our website, but may prevent certain features from working. Failure to provide optional information may mean that the particular feature or service associated with that part of the web page would not be available to you.

Comments or review:

If you have questions about this privacy statement or the practices of this website or if you choose to review or correct any information, please contact Dean Schlaepfer, Director of Information Technology at 393-5092 x 2.

Adopted: September 20, 2001
Revised: May 16, 2002

Legal Refs.: Code of Virginia, 1950, as amended, section 2.2-3803(B).

Internet Privacy Guidelines (Final Draft), Virginia Department of Technology Planning.