

Bedford PTOs Privacy Policy

Effective November 1, 2015

There are three parent-teacher organizations for Bedford Public Schools, specifically, the Bedford High School Parent Association ("BHSPA"), the Middle School Parent Association ("MSPA") for John Glenn Middle School, and Bedford Elementary Schools Together/PTO ("BEST/PTO") for Davis and Lane Schools. For purposes of this Privacy Policy, the three parent-teacher organizations collectively are referred to as "PTOs", "we", "us", and "our", and, individually, each a "PTO".

The PTOs strive to keep our parent communities informed of school news as well other educational, community, and charity events, programs, and news that might be of interest. To that end, BHSPA sends daily eNews, and BEST/PTO and MSPA email weekly eNews, as well as occasional event reminders and special notifications on an as-needed basis (the "Services").

In order to provide the Services, we collect some personal information (see below) and have arranged for electronic communications to be sent through an email platform called Mail Chimp (the "List Server") because we no longer have access to the email server of the schools. The PTOs share one List Server account, where each PTO maintains and uses its own email list.

We each send newsletters to those who have subscribed to our lists. If you have registered for newsletters, you will continue to receive emails, now via the List Server. At any time you may unsubscribe and be removed from any PTO email list by following the unsubscribe instructions contained in each of the communications you receive from that PTO.

We respect your privacy and take protecting it seriously. This Privacy Policy covers our collection, use, and disclosure of information we collect. The PTOs use of collected information is limited to providing the Services for which you have subscribed.

Information Collection and Use by the PTOs

The PTOs policy is to collect information like your email address and selections of any email list and special interest group so that we can provide the Services. We may also send you service-related email announcements on rare occasions when it is necessary to do so. For instance, if our List Server will be or is temporarily suspended for maintenance, we might send you an email to let you know. If the List Server is unavailable for whatever reason, we may transfer the subscriber information to companies that help us provide our Services, that is, we may temporarily use a different email platform. The use of a different third party email platform hereby is covered by the provisions of our then-in-effect Privacy Policy.

Your collected information is held in strict confidence. We only keep your information so that the PTO, whose email list you subscribed to, can email you. The PTOs will not sell or rent their subscriber lists or information to any third party.

The PTOs provide the Services, all communications, and content in good faith but we do not warrant the veracity, accuracy, appropriateness, or suitability of such Services, any communications, and content. ALL SERVICES BY THE PTOs ARE PROVIDED IN GOOD FAITH BUT "AS-IS" AND "AS-AVAILABLE."

Anyone receiving emails from us on behalf of any of the PTOs always has the opportunity to opt-out of email messages by using the unsubscribe link included in each email (usually in the footer of the message.) We will retain your information as needed to provide you with the Services until you unsubscribe and as necessary to comply with our legal obligations, resolve disputes, enforce our agreements, and for backup purposes.

Security and Privacy

The PTOs rely on the List Server's technical, administrative, and physical safeguards to protect the confidentiality and security of subscribers' information. Please read the privacy and terms of use policies of the List Server. Notwithstanding the PTOs efforts, we make no guarantee about the protection of your information given the open nature and instability of the Internet and World Wide Web, and the PTOs make no representations, guarantee, or warranties as to the quality or effectiveness of List Server. We assume no liability for security breaches or any failure in the security of your computer equipment, your internet service provider, or other networks and communications providers.

Choice/Unsubscribe

Subscribers have a choice in subscribing and staying on a PTO email list and special interest group and may opt out at any time by unsubscribing to a received email or changing preferences. Please allow ten days for the changes to take effect. A subscriber later may re-subscribe at any time.

Third Party Links and Material

The PTOs emails may contain attachments and links or interactions with third-party websites, applications, products, services, and external social networks ("Third Party Links and Materials") which are not associated with any PTO and over which none of us have control. PTO subscribers may be asked to submit personal information to third parties in connection with Third Party Links and Materials. We urge our subscribers to review the privacy policies of those third parties to learn about how they collect and use personal information because the PTOs do not control and are not responsible for the content of Third Party Links and Materials or the privacy policies and practices employed by third parties. The PTOs, individually and collectively, expressly disclaim any responsibility and liability for your use of Third Party Links and Materials.

Children

The PTOs subscription form and services are not directed to or intended for persons under 13. The PTOs do not knowingly collect personal information from children under 13.

Sharing of Information

We will only share certain personal information with our third party service providers like the List Server, with individuals within our PTOs, and for legal reasons, as more fully described below.

When you subscribe to our email list, your information is stored in the List Server as is necessary for that third party to provide the email platform for us to provide the Services. We also may share your information with others within the PTOs, including any individuals designated by the PTOs as administrators or users in the List Server, in order to provide the Services. The List Server, any such affiliate, and PTOs individuals who are given access to the information to help us fulfill the Services may use your information only according to the terms of this Privacy Policy.

In the event we change our current email server to another one, your personal information likely will be among the assets transferred. You will be notified via email of any such change to the extent it relates to your personal information. Transfers to third parties hereby are covered by the provisions in our then-current Privacy Policy.

We reserve the right to disclose your personal information as required by law, such as to comply with a subpoena or similar legal process, and when we believe that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud and/or to comply with a judicial proceeding, court order, or legal process served on our website.

Notification of Changes

The PTOs reserve the right to modify this Privacy Policy at any time, so please review it frequently. If it is decided to change this Privacy Policy in any material way, the PTOs will notify subscribers by email so subscribers are aware of what information is collected, how it is used, and under what circumstances do the PTOs disclose it.

Bedford PTOs, in c/o Superintendent's Office, 97 McMahan Rd., Bedford, MA 01730