

## Privacy Statement

### GENERAL

The Northern Lehigh School District (“District” or “we” or “us” or “our”) respects the privacy of the its users (“user” or “you”) that use our Employee Portal (“Portal”). This District privacy statement (“Privacy Statement”) is designed to inform you, as a user of the Portal about the types of information that the District may gather about or collect from you in connection with your use of the Portal. It is also intended to explain the conditions under which District uses and discloses that information, and your rights in relation to that information. Changes to the Privacy Statement are discussed at the end of the document. Each time you use the Portal the current version of the Privacy Statement will apply. Use and operation of the Portal is subject to all applicable District Policies and administrative directives.

BY USING OR ACCESSING THE PORTAL, YOU ARE ACCEPTING THE PRACTICES DESCRIBED IN THIS PRIVACY STATEMENT.

### GATHERING AND USE OF INFORMATION

The District gathers from user certain information such as name, address, position of employment, attendance and work history along with other similar information (“User Information”) in order to maintain a searchable records of employment information necessary to perform certain administrative, payroll, and human resource related tasks. The User Information will be accessible only to District administrative employees and not other users. At some point the Districts contemplates the functionality of the Portal to allow users to access his/her own personal information but the Portal will not allow anyone other than the user and the aforementioned administrative employees access to said User Information.

### DISTRICT COMMUNICATIONS

We may use your name, email address, and/or other contact information that you provide us, to send you notifications regarding services offered by the District, and we reserve the right to send you notices about your account such as service announcements and administrative messages, or notices we deem of importance either via your contact information or directly via the Portal.

### DISTRICT DISCLOSURE

District will disclose gathered user information under the following circumstances:

- By Law or to Protect Rights. When we believe disclosure is appropriate, we may disclose User Information in connection with efforts to investigate, prevent or take other action regarding illegal activity, suspected fraud or other wrongdoing; to protect and defend the rights, property or safety of the District, our users, our employees or others; to comply with applicable law or cooperate with law enforcement; to enforce our Terms of Service or other agreements or policies, in response to a subpoena or similar investigative demand, a court order or a request for cooperation from a law enforcement or other government agency; to establish or exercise our legal rights; to defend against legal claims; or as otherwise required by law. In such cases, we may raise or waive any legal objection or right available to us.

- Third Party Service Providers. We may share your User Information, which may include your name and contact information (including email address) with our authorized service providers that perform certain services on our behalf. These services may include providing customer service, supporting the Portal's functionality and supporting educational event, notifications, surveys and other features offered through the Portal.

## SECURITY

We take the security of your User Information seriously and use reasonable electronic, personnel and physical measures to protect it from loss, theft, alteration or misuse. However, please be advised that even the best security measures cannot fully eliminate all risks. We cannot guarantee that only authorized persons will view your information. We are not responsible for third-party circumvention of any privacy settings or security measures.

We are dedicated to protecting all information on the Portal as is necessary. However, you are responsible for maintaining the confidentiality of your User Information by keeping your password confidential. You should change your password immediately if you believe someone has gained unauthorized access to it or your account. If you lose control of your account, you should notify us immediately.

We reserve the right to use any User Information that we collect to ensure the safety, security and integrity of the Portal.

## PRIVACY STATEMENT CHANGES

District may, in its sole discretion, change the Privacy Statement from time to time. Any and all changes to the District's Privacy Statement will be furnished to the user by hardcopy by district inner office communication or electronically by email or may be posted or provided directly via the Portal. Any new or revised Privacy Statement shall terminate the prior Privacy Statement and become effective upon the date the new statement is furnished or otherwise reflected in the Privacy Statement itself.