

Website Privacy Policy & Terms of Use
Updated August 2024

Town School for Boys (“Town School,” “us” or “we”) is committed to protecting the privacy of its students and their families, staff and faculty, Board of Trustees and other visitors to its website (the “Website”). Any information collected from you on this Website is subject to this Privacy Policy & Terms of Use.

By using this Website, you agree to be bound by this Privacy Policy & Terms of Use. If you violate a person’s privacy or misuse personal information in violation of this Privacy Policy & Terms of Use, we reserve the right, without prior notice to you, to take the appropriate action we deem warranted, which may include denying you access to Inside Town Portal, the password-protected portions of the Website.

The Privacy Policy & Terms of Use may be changed from time to time, and notice of any change will be provided by updating the “Last Updated” date at the top of this page.

If you have any questions regarding this Privacy Policy & Terms of Use, please contact us at Megan Harris at harris@townschool.com.

Collection of Personal Information

Depending on how you use this Website, Town School may request personal information from you, such as your name, son’s name, birth date and grade, address, phone number, email and credit card information. Whether you choose to give Town School this information on this Website is completely up to you, but Town School may not be able to provide you with certain services or information without this information.

- **Admission Inquiry and Application.** Those interested in applying to Town School may submit an online admission inquiry form, and may be invited to participate in the online application process. The online application process may include submitting an online application, payment of an application fee and scheduling admissions-related appointments and events. The admission inquiry form and application will ask for information about the prospective student and the prospective student’s parents or guardians, including the student’s name, grade, current school, siblings, ethnicity, photo, birthdate, interests and contact information.
- **Online Giving and Transactions.** If you make an online donation or transaction, you will be asked to provide your name, address, phone number, email and credit card billing information. This information is encrypted using SSL, an industry standard secure technology, designed to prevent the theft or interception of the information you provide. Credit card billing information is collected by a third party vendor and used only to obtain payment from the appropriate credit card firm in order to process your donation or purchase. Your credit card information is not stored or otherwise retained by Town School after the transaction is complete.
- **Program Registration and Sign-up Forms.** Town School provides parents with the ability to register and sign-up online for a variety of different school-related events,

programs and activities, such as for Parents' Association events, athletics and volunteer programs. If you choose to use these online forms, you may be asked to provide your name, son's name and grade, phone number, email and other information relating to the event, program or activity.

- **Email and Text Notifications.** Certain users of the Inside Town Portal portion of the Website have the option to receive notifications by email or text message to their mobile phone. To determine your notification settings, log into your Inside Town Portal account, go to Your Name (upper right), select Settings from the drop-down menu, select the Notifications tab, and enter your email and/or text number, as applicable.
- **Online Directories.** Parents (including both current and prospective), staff, faculty and other members of the Town School community with Inside Town Portal user accounts may provide or update Town School with certain contact information on the Inside Town Portal portion of the Website, such as their address, email address, phone number, employer or school information, using online forms available on the Website. The information provided will be included in the individual's profile (along with other information relating to the individual, such as the individual's family members), and may be included in the online directories. The online directories are accessible to members of the Town School community with Inside Town Portal user accounts, though the information that is accessible may depend on the Town School community member's role and level of access. For example, the Parent Student Directory is accessible to all current students and parents, staff, and faculty of Town School but is not accessible to prospective parents. Town School staff and faculty also have access to certain online directories not available to current and prospective families, such as directories of alumni and prospective families. If you are a parent and you prefer your family's information to not be included in Town School's online directories (or for the information to be limited in some manner), you may be able to remove certain information directly through your Inside Town Portal profile, or you can contact us at harris@townschool.com.

Use and Disclosure of Personal Information

Town School may use your personal information to fulfill a request from you, such as to respond to your admissions inquiry or process your admissions application, register you or your son for a program or event, send you email or text notifications, or respond to your comments, feedback or questions. Town School may also use your personal information to contact you about school-related activity, news and events, and to send you periodic communications about other programs, events or services we think may be of interest to the Town School community. Town School will not sell, rent or license your personal information to anyone for any reason. Other than in the online directories described above, any personal information you provide will not be shared by Town School to third parties unless you have given Town School permission to do so or except as expressly provided for below. Town School may share your information with individuals or companies that perform services for us, such as our school photographers, website hosts, financial institutions and communication services. These service providers may have access to, and may use and disclose, your information as needed to perform their functions, but may not use or disclose your information for other purposes. Town School may also disclose your personal information if Town School believes that such action is needed to:

(1) comply with the law or the legal process, (2) protect against misuse or unauthorized use or access of this Website, or (3) protect the personal safety, property, or rights of any member of the Town School community.

Collection and Use of Non-Personal Information

As visitors navigate through the Website, certain non-personal information may be collected automatically by Town School and/or the company who hosts the Website for Town School. (Non-Personal information is information that does not identify the specific user.) Specifically, cookies, web beacons, and other automated devices and third party services (such as Google Analytics or Adobe SiteCatalyst) may be used to collect information about our visitors, such as the pages they view on the Website, search terms used, browser type, IP address, operating system, referring URL and the date, length and time of the visit. We also collect and audit log in history for Inside Town Portal accounts and “open rates” for our email communications. This data is used to improve the content of the Website, helps us administer the Website and school communications, enable our website host to provide services for us, and analyze trends.

Updating and Correcting Your Personal Information

If you wish to update or edit your personal information, you may do so by logging into your Inside Town Portal account and going to “Account,” and “Profile.”

Inside Town Portal

Town School’s website includes a secure password-protected area of the site called “Inside Town Portal.” Inside Town Portal is intended to serve as a resource for the students, current and prospective parents, trustees, staff, faculty and other members of the Town School community. If you are provided access to Inside Town Portal, you will log in using Single Sign-On Authentication. You are responsible for maintaining the confidentiality of your login and password information, and for restricting access to your computer. You also agree to accept responsibility for all activities that occur under your login or password. You agree to immediately notify Town School of any unauthorized use of your password or login or any other breach of security.

Students are provided with Inside Town Portal accounts but are not able to provide, update or edit any personal information relating to their account.

Information and materials available on Inside Town Portal, including but not limited to the online directories and photo galleries, are strictly for your personal school-related use, and may not be shared with third parties. Use of this information for private, commercial, or political mailings and/or distribution to any outside parties is prohibited. If you misuse information provided on Inside Town Portal, we reserve the right, without prior notice to you, to take the appropriate action we deem warranted, which may include denying you access to Inside Town Portal.

Access to Inside Town Portal is limited to password holders, and access rights vary by user and type of user. For example, parents will have access to the course pages for the classes their children are enrolled in and other pages associated with their class year and other school

affiliations. Once you have an account, you may login in to view the restricted portions of the Website that are accessible to you and can also manage your profile, mobile alerts, subscriptions and other account information in your account settings. If you need assistance logging in or using Inside Town Portal, please contact Megan Harris at harris@townschool.com.

Content on the Website

All materials published on this Website, including but not limited to written content, photographs, graphics, images, illustrations, marks, logos, sound or video clips, and animation, are owned by Town School or its licensors, and are protected by U.S. and international laws, including laws governing copyrights and trademarks.

Information provided on the Website is strictly for your personal school-related use, and may not be shared with third parties. Use of this information for private, commercial, or political mailings and/or distribution to any outside parties is prohibited. You may download or print material from this Website only for your personal school-related and non-commercial use. You may not otherwise modify, publish, transmit, participate in the transfer or sale of, reproduce, create derivative works of, distribute, publicly perform, publicly display, or in any way exploit any of the materials or content on this Website in whole or in part without our prior written permission.

Town School's logo, name and all custom graphics on the Website are service marks, trademarks and/or trade dress of Town School, and may not be used in connection with any product or service that is not offered by Town School without Town School's written permission.

Please contact us at harris@townschool.com if you need to request permission for other uses.

No Unlawful or Prohibited Use

As a condition of your use of the Website, you warrant to Town School that you will not use the Website for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Website in any manner which could damage, disable, overburden, or impair the Website or interfere with any other party's use and enjoyment of the Website. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the Website.

Third Party Links

This Website may have links to other sites on the Internet that are not owned or controlled by Town School, and whose policies may differ from this one. Because we have no control over those sites, we neither endorse nor are responsible for any content provided by them. In order to remain informed regarding the use of your personal information, we encourage you to review the privacy policies of each website you visit.

Security

This Website has security measures in place to protect the loss, misuse and alteration of the information under our control. But, no method of data transmission over the Internet or data

storage is 100% secure and therefore we cannot guarantee the absolute security of any information transmitted to or from the Website.

Text Message Notifications

Certain users of the Inside Town Portal portion of the Website have the option to receive notifications by text message to their mobile phone. To set your notification settings, log into your Inside Town Portal account, go to “Account,” “Settings,” and “Notifications” and enter your text number. Users who opt to receive text message notifications will receive SMS text message on their cellular phones and/or mobile devices. Use of the text message notification service is voluntary, and if you choose to use this service, you are giving Town School permission to send SMS text messages to your cellular phone and/or mobile device. Standard charges from your carrier may apply to these messages.

Limitation of Liability

Town School maintains this Website, including the Inside Town Portal portion of the Website, to promote the school and provide the latest news and information about the school. Our goal is to keep the Website timely and accurate. If errors are brought to our attention, we will try to correct them. However, Town School accepts no responsibility or liability whatsoever with regard to the information on the Website, including on the Inside Town Portal portion of the Website, and makes no representations about the suitability of the information contained on the Website for any purpose or audience. The Website is provided on an “AS-IS,” “AS AVAILABLE” basis without representations or warranties of any kind, either express or implied.

Town School makes no representations or guarantees regarding your ability to transmit and receive information from or through the Website, including through the Inside Town Portal portion of the Website. Town School disclaims any and all liability resulting from or related to any events in which access to this Website, including the Inside Town Portal portion of the Website, is impaired or unavailable for any reason.

Under no circumstances, including, but not limited to, negligence, shall Town School be liable for any direct, indirect, incidental, special or consequential damages that result from the use of, or the inability to use this Website. You specifically acknowledge and agree that Town School is not liable for any defamatory, offensive or illegal conduct of any user. If you are dissatisfied with any of these terms and conditions, your sole and exclusive remedy is to stop using the Website.

This limitation of liability provision applies to the maximum extent permitted under applicable law.

Governing Law

California law governs this Privacy Policy and Terms of Use, as well as any claim, cause of action or dispute that might arise between you and Town School relating to the Website, including the Inside Town Portal portion of the Website, without regard to conflict of law provisions. For any such claim, cause of action or dispute, you agree and consent to the exclusive jurisdiction and venue of the state and federal courts of the State of California, City

and County of San Francisco. You are responsible for complying with the laws of the jurisdiction from which you are accessing the Website and you agree that you will not access or use the information on the Website in violation of any applicable laws.