

# Privacy Policy Statement

**In short:** We care about your privacy, we use the minimal extent of information we need to provide you with services you requested, we safeguard your data and we do not monetize it or improperly share it.

**In detail:**

This Privacy Policy Statement (the “Statement”) is provided by Mountainville Academy in compliance with Utah Code Section 63D-2-103.

We are committed to protecting your privacy. This Statement explains how we handle your information when you visit this webpage. We want you to understand how your data may be collected, used, and secured.

## Who We Are and How to Reach Us

We operate this governmental website.

If you have any questions or concerns, please reach out to us:

Phone: 801-756-9805

Email: [info@malions.org](mailto:info@malions.org)

Our administrative body is the Utah State Board of Education

## What Information We Collect

Here’s what we collect when you visit our webpage:

- When voluntarily provided, our Excuse Student Absence form collects parent name, student name, email address, phone number, and date of absence

## How We Use Your Information

We use your information for the following purposes:

- Information collected is used to excuse student absences

## Disclosure Practices

We care about your privacy. We only share your information when necessary. Here’s how we handle disclosures:

- We do not disclose or share any information with 3<sup>rd</sup> party entities

## Access and Corrections

You have the right to access and correct your information. Here’s how you can do it:

1. Because there is not an automated system where people can correct form data, parents need to contact Mountainville Academy directly to make any changes

## Keeping Your Information Secure

Your data’s safety is our priority. We have taken adequate measures to protect it. Here’s how we ensure your data stays safe:

- The information is stored on password and key-protected servers
- Servers are AWS servers with firewalls and access protections

- SSL is used to encrypt the information after it is entered in the form and while it is sent to the servers
- Only authorized school employees and website maintainers have access to personal information for forms that are sent in
- The forms are also sent via email so the data is sent via email as well

## Note on Records Classification

Personally identifiable information is not classification of records under Utah Code Section 63G, Chapter 2, Government Records Access and Management Act.

Access to government records is governed by Utah Code Section 63G, Chapter 2, Government Records Access and Management Act.

## Review of This Notice

We want you to feel comfortable using our services, knowing that your privacy is respected and protected. We welcome your feedback on this notice, which is reviewed annually.

For more information on our privacy or records management practices you can visit our website under Policies and Notices.