

# **American Islamic School Privacy Policy**

American Islamic School is committed to protecting the security and privacy of each student, parent, client, associate, and website visitor. The policy below outlines how we collect and use only relevant user information from our website and associated services to continually offer the best user experience possible.

This Privacy Policy governs the manner in which American Islamic School collects, uses, maintains, and discloses information collected from users (each, a "User") of the http://www.americanislamic.school website ("Site"). This privacy policy applies to the Site and all products and services offered by American Islamic School.

### **Personal Identification Information**

We may collect personal identification information from Users in a variety of ways, including, but not limited to when Users visit our site, register on the site, fill out a form, respond to a survey, and in connection with other activities, services, features, or resources we make available on our Site. Users may be asked for, as appropriate, name, email address, mailing address, and phone number. Users may, however, visit our Site anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, except that it may prevent them from engaging in certain Site-related activities.

### Non-Personal Identification Information

We may collect non-personal identification information about Users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer, and technical information about Users' means of connection to our Site, such as the operating system, the internet service providers utilized, and other similar information.

#### **Web Browser Cookies**

Our Site may use "cookies" to enhance the User experience. The User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. The User may choose to set their web browser to refuse cookies or to alert them when cookies are being sent. If they do so, note that some parts of the Site may not function properly.



## **Web Analytics**

In order to serve you better, we occasionally use web services including Google Analytics to help analyze the use of our website. This tool uses cookies to collect and generate information about your visits to our site (including your IP address) that is transmitted to their server in an anonymous form for processing. We study patterns of website activity so that we can improve the experience of visitors to our Site.

The use of this tool does not allow us or our analytics service provider to identify individuals.

You can opt out of analytics activity by setting your browser to notify you when a cookie is sent and block analytics cookies if desired. Please consult your browser's Help Menu for instructions. Visiting our website with analytics cookies disabled will have no significant impact on your browsing experience.

Google currently offers a free Google Analytics opt-out tool for Safari, Internet Explorer 11, Google Chrome, Firefox, and Opera.

### **How We Use Collected Information**

American Islamic School may collect and use Users' personal information for the following purposes:

- To run and operate our Site
  We may need your information to display content on the Site correctly.
- To improve customer service
  Information you provide helps us respond to your customer service requests and support needs more efficiently.
- To personalize User experience
  We may use information in the aggregate to understand how our Users as a group use the services and resources provided on our Site.
- To improve our Site
  We may use feedback you provide to improve our products and services.



#### • To process payments

We may use the information Users provide about themselves when placing an order only to provide service to that order. We do not share this information with outside parties except to the extent necessary to provide the service.

## • To advertise, promote, and showcase our programs and services

We may use samples of student work posted on our learning management system by the students, including but not limited to images or videos, to advertise promote or showcase the school's programs and services on our website, social media accounts and/or digital marketing campaigns.

# • To run a promotion, contest, survey or other Site feature

We may send Users information they agreed to receive about topics we think will be of interest to them.

## To send periodic emails

We may use the email address to send User information and updates pertaining to their order. It may also be used to respond to their inquiries, questions, and/or other requests.

#### **How We Protect Your Information**

We adopt appropriate data collection, storage, and processing practices and security measures to protect against unauthorized access, alteration, and disclosure or destruction of your personal information, username, password, transaction information, and data stored on our Site.

Sensitive and private data exchange between the Site and its Users happens over an SSL-secured communication channel and is encrypted and protected with digital signatures. Our Site is also in compliance with PCI vulnerability standards in order to create as secure of an environment as possible for Users.

## **Sharing Your Personal Information**

We do not sell, trade, or rent Users' personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates, and advertisers for the purposes outlined above. We may use third-party service providers to help us operate our business and the Site or administer activities on our



behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes, provided that you have given us your permission.

## **Location Information**

When using our site, we may ask the User to confirm their location in order to generate aspects of specific Site pages, namely, but not limited to the Fees on the Registration page. We may also use this data internally or in

conjunction with our third-party service providers to customize your experience and provide offers that may be relevant to you.

### **Electronic Newsletters**

If the User decides to join our mailing list, they will receive emails that may include company news, updates, related product or service information, etc. If at any time the User would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email or the User may contact us via our Site. We may use third-party service providers to help us operate our business and the Site or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes, provided that you have given us your permission.

## **Third-Party Websites**

Users may find advertising or other content on our Site that links to the sites and services of our partners, suppliers, advertisers, sponsors, licensors, and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites that have links to our Site, is subject to that website's own terms and policies.

## **Changes to This Privacy Policy**

American Islamic School has the discretion to update this Privacy Policy at any time. When we do, we will email all active Users in our learning environment. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this Privacy Policy periodically and become aware of modifications.



# **Your Acceptance of These Terms**

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

## **Contacting us**

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at <a href="mailto:info@americanislamic.school">info@americanislamic.school</a>

This document was last updated on December 5<sup>th</sup>, 2019.