

## Privacy Policy

Thank you for visiting the Tornillo Independent School District web site and reviewing our privacy policy. TISD is committed to ensuring the privacy of all our web site users. This document explains our collection and use of personal information.

TISD does not collect personal information about individuals without their knowledge. Personal information may be requested when you engage in any of the following online activities:

- Use District Email.
- Submit information to the site via a form. This includes activities such as completing a feedback form or an online application.
- Use of our TISD Donors portal.
- Use of our Online Store.

### **Use of Personal Information**

We do not collect any personal information unless you voluntarily provide it by sending us e-mail, participating in a survey, or completing an on-line form. Personal information submitted will not be transferred to any non-affiliated third parties unless otherwise stated at the time of collection. When a user submits personally identifiable information it is used only for the purpose stated at the time of collection. For example, our Online Job Application is stored to provide you and our Human Resources Department access to the account. Any information collection on this Web site is only used for District purposes.

### **Children**

Parents have the right to approve, disapprove, or revoke a previously granted right to post a student's picture or other personally identifiable information.

### **Email**

If you send us an electronic mail message (email), the message will usually contain your return email address. If you include personally identifying information in your email because you want us to address issues specific to your situation, we may use that information in responding to your request. Remember that email is not necessarily secure against interception. Please send only information necessary to help us process your request. If you send email to us, it will be forwarded to those individuals (employees, school board members) necessary to address that e-mail.

### **Links to Other Sites**

The TISD web site provides links to other web sites. TISD is not responsible for the privacy policies of other web sites, and TISD's privacy policy does not apply when you visit these other sites. We recommend that you be aware when you leave our web site and encourage you to read the privacy statements of other web sites you visit.

### **Cookies**

A "cookie" is a piece of data stored on the user's hard drive containing information about the user. It enables TISD to store and track what you are looking at when you visit the TISD site. If you are concerned about the potential use of information gathered from your computer by "cookies," you can set your browser to prompt you before it accepts a "cookie." Most Internet browsers have settings that allow the identification or rejection of "cookies."

### **Security**

TISD takes reasonable precautions to protect your personal information. When you submit information via the web site, it is protected both online and off-line. When personal information is required, that information is stored in a secure file on our server. We also take precautions to protect user information off-line. All user information is restricted to authorized employees. Only employees who need the

information to perform a specific task are granted access to personal information. The server used to store personal information is kept in a secure environment.

**Changes to this Privacy Policy**

TISD may amend this policy from time to time. TISD will prominently display on this Web site any substantial change in the way we use your personal information.

**Contact Us**

If you have questions about this privacy statement or the comments about the web site please email [technology@tisd.us](mailto:technology@tisd.us) or write to:

Tornillo Independent School District  
19200 Cobb Ave.  
Tornillo, TX 79853

