

## **Website Privacy Policy**

### **Center for Creativity, Innovation, and Discovery**

#### **Purpose**

The Center for Creativity, Innovation and Discovery (CCID) is committed to protecting the privacy of our students, families, and visitors to our website. This Website Privacy Policy (“Website Privacy Notice”) explains how the school collects, uses, shares, and protects your personal information when you visit the school’s website.

This notice is intended to comply with Utah’s Government Data Privacy Act, including [Utah Code §63A-19-402.5](#), which requires websites of governmental entities to post privacy notices, disclose data usage, and take reasonable measures to protect personally identifiable information from unauthorized disclosure. The school strives to ensure transparency, security, and respect for your data while providing the school community with necessary resources and information.

#### **Who We Are and How to Reach Us**

CCID operates [www.ccidschool.org](http://www.ccidschool.org). This address serves as a gateway for our educational community to access information and resources.

If you have any inquiries or concerns regarding your privacy or data, or if you wish to review and correct the personal information we hold about you, please contact us:

#### Email

[office@ccidschool.org](mailto:office@ccidschool.org)

#### Main Office Phone Number

435-258-7097

#### **Definition of Personally Identifiable Information**

Personally identifiable information (“PII”) refers to any information that can be used to identify an individual. Examples of PII include, but are not limited to:

- Name
- Physical address
- Phone number
- Email address
- Driver’s license or other identification (“ID”) number

## **Administrative Oversight and Website Hosting**

Our website is hosted and supported by Edlio, <https://www.edlio.com/>, which provides technical, security, and maintenance services for the school's website on our behalf. Edlio may process certain technical and usage data (such as IP addresses, device information, and form submissions stored on its servers) solely to provide these services to CCID. For more information about Edlio practices, you may review Edlio's [Privacy Policy](#).

CCID, as a Utah public charter school and governmental entity, remains responsible for determining how information collected through the school's website is used and shared, and for complying with applicable state and federal laws. Edlio acts as a service provider to CCID and is contractually required to protect school information and to use it only for providing services to the school.

## **What Information We Collect**

During your visit to our website, we may collect certain types of personally identifiable information and related data, including:

- **Web forms:** Web forms can be used to collect name, email, phone, address, qualifications, languages spoken, availability, and student registration information for the purpose of communicating with school staff, volunteering, and/or enrolling your students in school.
- **Usage data:** The school website may collect Internet Protocol ("IP") address, browser type, domain names, referring and exit pages, URLs, pages viewed, order of pages viewed, the date and time the website was accessed, and other diagnostic data.
- **Device information:** Device information, such as "desktop" or "mobile," operating system, and MAC address, may be collected.
- **Location information:** Generic physical and geographic locations may be inferred based on the IP address used to connect to the school's website.
- **Cookies and similar technologies:** The website and third parties acting on behalf of the school may use cookies and other tracking technologies to analyze website traffic, identify site visitors, and store preference information. Your web browser may allow you to refuse or delete cookies; however, doing so may affect the functionality of some parts of the site.

- Edlio's Privacy Policy: You may review Edlio's [Privacy Policy](#) for additional information about data collected by the school's website hosting service in its role as a service provider.
- Student information: For information regarding the collection and use of student information and education records, please visit the school's Data Privacy webpage. Student data is also governed by FERPA and applicable Utah student data privacy laws.

### **How We Use Your Information**

The information we collect is used to promote our educational mission and support your experience with us. We use your data to:

- Provide access to educational resources and services
- Communicate updates, school communications, and announcements
- Enhance website usability, security, and performance

Market the school's programs and communicate with families for student enrollment

CCID does not use personal information collected through the website for purposes other than those described in this notice, except as required or authorized by law or with your consent.

### **Data Security and Integrity**

CCID places a high priority on data security. The school has taken reasonable measures to help ensure the confidentiality, integrity, and security of information entered into the school's website.

- School internal systems are placed behind several layers of security to protect data from loss, misuse, or unauthorized access.
- Authorized third parties are contractually required to protect school information using appropriate security measures.
- School staff are required to complete information technology security training annually.

### **Data Security Limitations**

While the school uses safeguards to protect information, no method of transmission over the Internet or method of electronic storage is completely secure. The school cannot guarantee against system or hardware failure, human error, or unauthorized intrusion.

### **Third-Party Websites**

The school's website may link to third-party, non-school websites. Many of these websites may not be subject to the same state and federal laws that apply to the school's website. When visiting third-party websites, you should review the privacy policies of each one to understand how they will collect, use, and protect your information.

### **Access, Corrections, and Questions**

To review and/or correct your PII collected through the website, or to ask questions about how your information is used, please contact the school at 801-789-7625 or via the email addresses listed above.

### **Records Classification**

PII is not itself a records classification under Utah's Government Records Access and Management Act ("GRAMA"), found in [Utah Code Title 63G-2-101 et seq.](#) As a governmental entity, access to the school's records is governed by GRAMA and the board's Records Management Policy. Some information collected through the website may be a "record" under GRAMA and may be subject to disclosure as required by law.

### **Disclosure Practices**

Your privacy is important to us. We limit the sharing of your information to essential purposes only.

- Information is shared with third parties only when necessary for the delivery of our services (such as website hosting and analytics), when required or authorized by law, or with your consent.
- Third-party service providers are contractually bound to protect the confidentiality and security of your information and to use it only for providing services to the school.
- CCID will never sell your data to third parties.

### **Student Data and FERPA**

Student education records and student PII are protected by the [Family Educational Rights and Privacy Act \("FERPA"\)](#) and applicable Utah student data privacy laws. Additional details regarding the collection, use, and protection of student data are available on the school's Data Privacy webpage and in the school's student data privacy policies and notices.

**Breach Notification**

In the event of a confirmed security incident that compromises the confidentiality or security of personal information, the school will follow applicable law and school policy, which may include notifying affected individuals and families and taking steps to mitigate potential harm.

**Review of this Notice**

We are dedicated to maintaining your trust and confidence in our privacy practices. This notice is reviewed at least annually and updated as needed to remain accurate and relevant. We welcome your feedback and encourage you to reach out with any suggestions.

**Reviewed: March 26, 2026**