

## Congressional School Privacy Policy

Congressional School (“Congressional” or the School) values the privacy of our community members, and this Privacy Policy addresses the privacy practices of the School and our websites, <https://www.congressionalschool.org> and <https://www.congocamp.org>. We seek to promote transparency with our community by outlining the information we collect, how and why we collect it, and how we protect privacy in doing so. We ask members of our community and those who use our website to exercise personal responsibility in supporting our privacy goals, including providing us with accurate and current information, using secure methods when sharing personal information, and keeping login credentials for School-issued accounts secure.

### Information We Collect

The term “Personal Information” means information that Congressional obtains about you through the website that can be reasonably used to identify you, such as your name, physical address, mailing address, email address, phone number, date of birth, credit/debit card account number, and other information, as identified below for purposes of:

- Subscribing to School communications or news
- Applying to, enrolling in, and attending our School, summer programs, and other School-sponsored activities and programs, which may include providing us with your biographical information, family information, education history, and qualifications
- Complying with a financial obligation, such as paying tuition and fees
- Maintaining alumni and community connections
- Making a donation to Congressional School
- Registering to attend or volunteer at School-sponsored events and activities
- Responding to a job posting, applying to, and working at Congressional, which may include providing us with your biographical information, employment history, qualifications, credentials, and other information
- Renting or requesting permission to use Congressional School facilities
- Submitting an inquiry, question, or request
- Providing feedback to us

Our system may also automatically collect information about website users, including IP addresses, browser types, mobile device information, and geolocation, as well as how our website is being used, the pages visited, and the search terms entered.

You may send us personally identifying information in an email message containing a question or comment or by submitting a form on our website. We primarily use personally identifying information from these contexts to respond to your requests. We may forward your email to School employees who are best suited to answer your questions or provide you with the relevant information that you are requesting.

If you choose not to provide us with information, we may not be able to offer you the requested information or services.

## How We Use Information

We use Personal Information for a variety of reasons, as appropriate for how you are connected with the School. Consistent with such engagement, we may use Personal Information for the following purposes:

- To provide information about our programs and services
- To evaluate applicants for admission to Congressional School
- To enter into an enrollment contract for our School, summer program, or other School-sponsored activities and programs
- To communicate with our students and their families about all student-related matters and to otherwise support our students while enrolled at the School
- To help connect our community members
- To track individual and aggregate data as required by applicable law
- To track academic progress and communicate with parents/guardians
- To manage student records, enrollment, attendance, and operations
- To promote the health and safety of students and staff, including managing medical information and emergencies
- To communicate School news, events, fundraising opportunities, and important information
- To solicit volunteers and donations
- To comply with legal obligations and respond to legal requests
- To process payment for a donation or financial obligation to Congressional School
- To promote the School's work and mission, and to recruit exceptional candidates for admission
- To evaluate candidates for employment at Congressional School
- To pay employees and manage or comply with the School's obligations as an employer
- To respond to an inquiry, question, or request submitted to the School
- To identify usage trends
- For other reasons, with your consent

## How We Share Information

We will not sell, trade, rent, transfer, or otherwise share your information with any third party outside of our organization, other than as necessary to fulfill your request, such as processing payments or providing educational services. This may include sharing information with service providers who assist us with website operations, data analysis, or email delivery. We will ensure that any such third-party providers are contractually obligated to protect your information.

We may otherwise share personal information with the following parties:

- **School Staff:** Teachers, administrators, and other staff members who need the information to perform their duties.
- **Service Providers:** Third-party service providers who assist with School operations (e.g., technology providers, healthcare providers).

- **Legal Authorities:** Law enforcement or government agencies if required by law or to protect the safety of students and staff.

## Data Security

We take precautions to protect your information. When you submit sensitive information via our website, we strive to protect your information online and offline.

Wherever we collect sensitive information (such as credit card data), it is encrypted and securely transmitted to us. You can verify this by looking for a closed lock icon or looking for "https" at the beginning of the web page address.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only people who need the information to perform a specific job (e.g., billing, admissions, or faculty) are granted access to personally identifiable information. The computers/servers where we store personally identifiable information are kept securely.

We take reasonable standard measures to protect personal information from unauthorized access, use, or disclosure. These measures include:

- **Physical Security:** Secure storage of records and restricted access to School buildings.
- **Technology Security:** Use of passwords, encryption, and other security measures to protect electronic data.
- **Staff Training:** Training staff on privacy policies and procedures.

Our website and computer systems have security measures in place aimed at protecting the information you provide to us from loss, misuse, or alteration.

Unfortunately, no website, database, or system is completely secure. While the School strives to protect your information, we cannot guarantee security. You are also responsible for taking reasonable steps to protect your personal information against unauthorized disclosure or misuse.

## Cookies

We may use "cookies" and similar technology to enhance your experience on our website. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our website and identify repeat visitors to our website. Cookies enable us to enhance the experience of visitors to our website. Usage of a cookie is not linked to any personally identifiable information on our website. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. However, this may prevent you from taking full advantage of the website as some parts of the website may then be inaccessible or not function properly.

By visiting the Congressional School website, you consent to the use of cookies and similar technologies in accordance with this Privacy Policy.

## Pixel Tags

Pixel tags (which are also called clear GIFs, web beacons, or pixels) are snippets of code or tiny images embedded on websites and in emails that help us learn how you interact with our website and emails. We may use pixel tags to help us identify how your device is being used to interact with Congressional School content or to direct advertising to you based on your displayed interest through pages visited on our website.

## Your Access to and Control Over Information

You may opt out of any future contact with us anytime by clicking the unsubscribe link on our email. You may request that we modify, hide, or delete personal information that you have provided to us by emailing us at [advancement@congressionalschool.org](mailto:advancement@congressionalschool.org).

We retain personal information only as long as it is necessary to fulfill the purpose for which that information was collected, for the time period required by law, or for as long as is necessary for our legitimate business purposes.

## Links

This website contains links to other sites. Please be aware that we are not responsible for such other sites' content or privacy practices. We encourage our users to be aware when they leave our website and to read the privacy statements of any other site that collects personally identifiable information.

## Changes to this Privacy Policy

We may update and amend this Privacy Policy from time to time without prior notice by posting a revised Privacy Policy to this website. We may post changes on this website with an updated "Effective Date." We encourage you to review this Privacy Policy periodically.

Effective Date: **May 15, 2025**

Last Updated: **May 15, 2025**

## Contact Information

If you have any questions or concerns about this Privacy Policy, please contact us at:

Congressional School  
3229 Sleepy Hollow Road, Falls Church, VA 22042  
703-533-9711  
[advancement@congressionalschool.org](mailto:advancement@congressionalschool.org)