

## **BERKS COUNTY INTERMEDIATE UNIT #14 PRIVACY NOTICE**

This Privacy Notice (“Notice”) applies to individuals who use the Berks County Intermediate Unit (“Berks IU”) Website, any of the web pages associated with this site (collectively, “Website”), or third-party web hosted applications sanctioned by the Berks IU.

### **Collection of Information**

We collect some information about you through your interactions with the Berks IU Website. Our servers, logs, and other technologies automatically collect system/device and usage information to help us administer, protect, and improve our Website, analyze usage, and improve the user experience. We also collect information through cookies and similar technologies, which also assist in improving the overall user experience.

If you contact us through our Website, we may also collect any personal information you provide, including your name, address, e-mail address, and any other information you choose to share with us.

### **What types of information**

The type of information we collect depends on how you are interacting with us and which services you are purchasing or using. In most cases, the information that we collect is limited to:

- Device information, such as IP address, location, or provider
- Usage information and browsing history, such as information about how you navigate within our services, your browsing history within our Website, and which elements of our Website you use the most
- Location data for services with location-enhanced features. We will collect this separately if we need your consent to collect geo-location data.

If you choose to contact us through our Website, you may also choose to provide us with additional information such as your name, address, e-mail address, and information about any minor children about whom you are inquiring for services. Whether or not you provide this information through our Website is solely at your discretion.

### **How we use your information**

We use the information collected to provide and improve our services, exercise our legal responsibilities, maintain Website security, and improve your Website experience.

If you choose to contact us through our Website, we may use that information to contact you directly about your inquiry. We also use the information collected to:

- Enforce our terms and conditions,
- To protect our rights, privacy, safety, networks, systems, and property, or those of other persons,
- For the prevention, detection, or investigation of a crime or other breach of law or requirement, loss prevention or fraud,
- To comply with requests from courts, law enforcement agencies, regulatory agencies, and other public and government authorities, and

- To exercise our rights, and to defend ourselves from claims, and to comply with laws and regulations.

**How we share information**

We may share your information with contractors or other third parties with whom we work to deliver our services and improve your Website experience. In no case will the Berks County Intermediate Unit sell your personal data or browsing activity.

We may also share your information with third parties where we have a duty to disclose your information by law (e.g., government agencies, law enforcement, etc.).

**How to contact us**

If you have any questions, comments, complaints, or suggestions concerning information privacy or this Notice, please contact:

Berks County Intermediate Unit  
RE: BCIU Privacy Policy  
1111 Commons Blvd  
Reading, PA 19612  
610-987-2248

**Updates to this Notice**

This Notice may be subject to updates. Any material future changes or additions to this Notice will be communicated to you by placing a prominent notification on the BCIU Website.