

**Odyssey Charter School**  
**Website Privacy Notice**  
Board Approved: 10/23/2025

We care about your privacy, we use the minimal amount of information we need to provide you with services you requested and to enable proper functioning of this website. We safeguard your data and we do not monetize it, sell it or improperly share it.

In detail:

**1. Identity and Contact**

Odyssey Charter School (“we,” “our,” or “us”) is committed to protecting the privacy of individuals who use our website. This Website Privacy Notice (“Notice”) explains what data we could collect, how it is used and secured, with whom it may be shared, and what rights and remedies are available to you under Utah law.

**Governmental Entity operating this website**

Odyssey Charter School, 738 East Quality Drive, American Fork, UT 84003

**Our contact information**

To contact us please email [director@odysseycharter.net](mailto:director@odysseycharter.net) or call 801.492.8105, extension 118.

**2. Data Collection**

**User data:** When you visit or interact with our website, we may collect some “user data.” User data is not meant to identify you. “User data” means any information about a user that is automatically collected when a user accesses our website.

User data we may collect:

**Client Information & Device Metadata:**

- IP address
- VPN or referring host
- Approximate location (city, region/state, country)
- Device type, operating system, screen resolution
- Browser type and version

**User Engagement Data:**

- Page views per session
- Session start and end times
- First and last visit timestamps
- Number of submitted forms

#### **Bot Detection & Abuse Prevention:**

- Behavior-based tracking via reCAPTCHA and embedded mechanisms to determine human versus automated access
- Logged and retained solely to prevent abuse and ensure site security

#### **Personal Data:**

When you visit our website, we do not automatically collect any personal data about you. Personal data refers to any data that can directly or indirectly identify, relate to, describe, or be linked to an individual – such as your name, address, telephone number, or e-mail address. You may, however, provide it to us voluntarily, for example, through a contact form.

### **3. Website Tracking Technologies**

“Website tracking technology” means any tool used by a government website to:

- (a) monitor a user’s behavior; or
- (b) collect user data.

We may use the following tracking technologies on this site:

- **First-Party Cookies:**
  - **Session Cookies:** For secure user authentication. These expire when the session ends unless “Remember Me” is enabled.
  - **Persistent Cookies:** Used for authentication purposes.
- **Third-Party Cookies:**
  - **Google Analytics:** Tracks session behavior, device/browser metadata, traffic source (e.g., Google, Bing), and general geographic location. Used for performance analytics.

### **4. Data Usage**

Data collected through this website is used for the following purposes:

- Maintaining security, performance, and integrity of the website
- Understanding website usage trends
- Responding to submitted forms

We do **not** use your data for commercial profiling or advertising.

## 5. Data Sharing or Sale

- **Data Sharing:** Information may be disclosed to authorized government staff or governmental agencies only where necessary to fulfill operational or legal responsibilities.
- **Data Sale:** We do not sell any user or personal data to third parties.

## 6. Record Series

User data collected through this website may be retained under authorized **GRAMA record series** applicable to:

- Public inquiries and submissions
- Web activity logs
- reporting forms
- Internal audit documentation

All data is maintained in accordance with the **Utah Division of Archives and Records Service** classification schedules.

## 7. User Rights

You have the right to:

- **Access your personal data** collected via this website
- **Request correction or amendment** of your submitted personal data

To exercise these rights, please contact us at [director@odysseycharter.net](mailto:director@odysseycharter.net)

## 8. At-Risk Employees – Privacy Classification

If you are an **at-risk employee** (as defined by Utah Code § 63G-2-302), you may request that your personal data be classified as a **private record**. Please submit such a request to: [director@odysseycharter.net](mailto:director@odysseycharter.net)

## **9. How we protect your data**

We are committed to keeping the personal data you provide to us secure and will take precautions to protect your information from loss, misuse, or alteration. We use appropriate technical, administrative, and physical safeguards to ensure your personal data is protected from unauthorized access, use, or disclosure.

## **10. Data retention**

We retain personal data only as long as necessary to fulfill the purposes for which it was collected or as required by law.

## **11. Privacy Ombudsperson – Filing a Complaint**

If you have concerns about this website's data practices, you may submit a complaint with the Utah State Privacy Ombudsperson:

### **Utah State Privacy Ombudsperson**

<https://privacy.utah.gov/submit-a-complaint/>

## **12. Feedback**

We welcome your feedback to improve our privacy practices. Please reach out to [director@odysseycharter.net](mailto:director@odysseycharter.net).

## **13. External Links Disclaimer**

The Odyssey Charter School website may contain links to external websites not maintained or controlled by the School. We are not responsible for the content, accuracy, or privacy practices of these third-party sites.

We encourage visitors to review the privacy notices of any external websites they choose to access and to exercise caution when sharing personally identifiable information.

## **14. Review of the Notice**

This Notice will be reviewed periodically to ensure it remains accurate, up to date, and reflective of current laws, practices, and organizational responsibilities. Updates may occur in response to legal changes, audit findings, or operational needs.

Last review: **To be updated once reviewed by board**