



# REDEEMER CHRISTIAN ACADEMY

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## RCA Privacy and Information Collection Notice

At **RCA**, we are committed to honoring the dignity, safety, and privacy of every student and family entrusted to our care. As a Christ-centered learning community, we handle personal information with integrity and in accordance with our Christian values, as well as applicable federal and state laws—including the **Family Educational Rights and Privacy Act (FERPA)** and Arizona privacy regulations.

### Purpose of This Notice

This notice explains how we collect, use, store, and share personal and sensitive information about students and their families during and after the enrollment process.

### Information We Collect

To provide your child with a safe, supportive, and holistic education grounded in faith, we collect the following types of information:

- Student's name, date of birth, gender, and contact details
- Parent/guardian names, marital status, and custody information
- Emergency contacts and authorized pickup persons
- Medical records, immunization history, allergy and medication details
- Academic records, test scores, and progress reports
- Attendance, behavior, and disciplinary information
- Photos, videos, or recordings taken during school-related activities
- Legal or court documents relevant to the child's safety or care
- Other information needed to support enrollment and student wellbeing

### Why We Collect This Information

We collect and use personal information to:

- Provide appropriate academic, spiritual, emotional, and medical support

- Communicate effectively with families and emergency contacts
- Maintain accurate school records and fulfill legal reporting obligations
- Organize and administer faith-based and academic programs
- Monitor attendance, behavior, and student development
- Respond to emergencies and ensure student safety
- Coordinate tuition billing, scholarships, and administrative needs
- Promote school events and celebrate student achievements within the school community
- Uphold the mission and values of our faith-based education

### **How Information Is Shared**

In accordance with FERPA and Arizona law, we may share student information as needed with:

- Parents/guardians and individuals with legal authority over the student
- Authorized school staff, , and support personnel
- Third-party service providers (e.g., student information systems, food services, digital platforms) with privacy protections in place
- Emergency responders and medical professionals
- Arizona Department of Education or federal education agencies as required
- Other schools, should the student transfer
- Legal authorities in cases of child protection or mandated reporting

We will never sell personal information or use it for commercial purposes.

### **FERPA Rights**

Under FERPA, parents/guardians and eligible students (age 18+) have the right to:

- Access and review the student's education records
- Request corrections of inaccurate information
- Provide or withhold consent before certain disclosures
- File a complaint with the U.S. Department of Education for violations of FERPA

### **Security of Information**

We store personal information securely and restrict access to staff and personnel who have a legitimate need to know. We are committed to protecting this information with appropriate physical, digital, and procedural safeguards.

### **Directory Information and Media Use**

We may publish or display limited “directory information” such as a student’s name, grade, or participation in school activities in:

- Class lists, honor rolls, and graduation programs
- Newsletters, yearbooks, or school social media
- Church bulletins or event programs

Additionally, photos or recordings may be used in school publications or promotional materials that reflect our community life and mission. **Parents/guardians may opt out** of directory information or media use by submitting a written request to the school office at the time of enrollment or at any time thereafter.

### **Family Responsibility**

It is the responsibility of Parents/Guardians to ensure that:

- The information provided to the school is accurate and current
- Any changes in medical needs, legal custody, or contact details are promptly communicated
- They have read and understood this Privacy Notice