

## **Searchlight Virtual School**

Privacy Policy

Updated: July 2018

At Searchlight Virtual School, we care deeply about privacy. We believe in transparency and we're committed to being upfront about our privacy practices, including how we treat your personal information. This policy describes how Searchlight Virtual School, a division of Ocean East Publishing, collects, retains, processes, shares, and uses information about you. This policy applies to both online and offline collection, storage, processing, and transfer of personal information, and does not apply to online websites or services we do not own or control.

Searchlight Virtual School may amend or otherwise modify this Privacy Policy at any time, so please revisit this page periodically to check for updates. The date of last revision is shown at the top of this document. Please [contact us](#) if you have questions about our privacy practices that are not addressed in this Privacy Policy.

### **1. Why We Collect Your Personal Information:**

Searchlight Virtual School collects and uses personal information only as necessary for the purpose for which it was obtained. While the exact nature of the personal information may vary depending on the type of service requested, the following is a non-exclusive list of the types of information that may be collected to the extent it is necessary and applicable for the intended purposes: full name, mailing address, e-mail address, primary phone number, mobile phone number, diocese, diocese status, reason for enrollment, name of parish, and other personal information as necessary.

### **2. How We Use Personal Information:**

We may collect, use, and disclose your personal information for some or all of the following purposes:

- Enable enrollment and direct you to the appropriate training or certification pathway.
- Enable you to access and use the Searchlight Virtual School platform for credit.
- Registration and Profile Maintenance - To create and maintain your profile with us.
- Student Services - To provide you with student services, including communications with a Searchlight Representative. This may be provided through various forms of communication, including email, letter, and telephone.
- To document completed coursework to the respective diocesan office or parish leadership for certificate issuing purposes.

### **3. Site Hosting and Links from Our Sites to Other Websites:**

The Searchlight Virtual School links to websites hosted by outside parties, operating websites on their own behalf, or on behalf of multiple entities, such as [Amazon.com](#), [Loyola Press](#), and other publishers. These websites may collect your personal information and apply their own policies on how your personal information is used. *Please make sure to read the policies of any websites you visit on the Internet carefully.* Please be aware that we are not responsible for the privacy practices or the content of any websites that are not operated by or exclusively for us, and that the collection, use, and disclosure of information about you will be subject to the policies applicable on those websites.

#### **4. How We Share Information With Third Parties:**

Searchlight Virtual School will not sell, rent, or lease your personal information to others. The processing fee, subscriptions, and/or course fees are facilitated through the PayPal interface. PayPal is a third party payment gateway utilized by the Searchlight Virtual School. Click here to view [PayPal's Privacy Policy](#).

#### **5. Our Security Measures:**

Searchlight Virtual School maintains technical, physical, and administrative security measures designed to provide reasonable protection for your personal information against loss, misuse, unauthorized access, disclosure, and alteration. The security measures include firewalls, data encryption, and information access authorization controls. Unfortunately, no data transmission over the Internet can be guaranteed to be completely secure. As a result, although we will utilize such measures, we do not guarantee you against the loss, misuse, or alteration of Information under our control, and you provide information to us at your own risk. While we are dedicated to securing our systems and services, you are responsible for securing and maintaining the privacy of your account information, student number, personal copies of submitted work, any personal communications you have with the Searchlight Virtual School, and verifying that the personal information we maintain about you is accurate and current. You should always take care how you handle and disclose your personal information and should be cautious sending personal information through email, social networks, or other internet channels.

#### **6. How to Opt Out or Gain Access to Information Collected:**

If you wish to provide feedback or if you have questions or concerns, or wish to exercise your rights related to your personal information, please contact us at Searchlight Virtual School, a division of Ocean East Publishing. Phone: (772) 563-9457; Email: [info@searchlightvs.com](mailto:info@searchlightvs.com). Please note that if you opt out of certain uses of your personal information, we may no longer be able to provide certain services.