**Directions: Provide a copy of the Privacy Notice to each student/family receiving GEAR UP services.**

# Our Commitment to Privacy

Your privacy is very important to us. Our policy is to respect and protect the privacy of our participants and families. We provide this notice to explain how we collect and use your information and, most importantly, protect your privacy.

## The Information We Collect

Washington State GEAR UP collects data from the Office of Superintendent of Public Instruction for GEAR UP students. This includes demographic information, course enrollment and grade history, GPA, enrollment and withdrawal dates and codes, and attendance data. This information is protected in a secure environment and not shared with other parties. We also collect participation data for students, families, and school district staff to know who participates in GEAR UP activities. The information we collect is not shared in any way that identifies students or family members.

## How We Use Information

We only use non-identifiable and summary information in reports to the State of Washington, the United States Department of Education, the National Student Clearinghouse, and the Vela Institute to meet federal reporting requirements. We never disclose any information that can be used to identify an individual participant or his or her family. We never sell or give away any personal information on our program participants. All data exchanges comply with the Family Educational Rights and Privacy Act (FERPA).

## Our Commitment to Security

To prevent unauthorized access to your information, safeguard its accuracy, and protect private information, we have implemented physical, electronic, and managerial procedures to safeguard and secure the information we collect.

## How to Contact Us

Please contact gearup@wsac.wa.gov if you have other questions or concerns about these privacy policies.