

## Privacy Policy

**Last Updated:** 3/5/26

### Purpose

Concord Montessori School is committed to respecting the privacy of families, prospective families, and community members who visit our website. This Privacy Policy explains how information is handled when you visit our site or choose to contact the school.

### Information We Collect

Concord Montessori School does **not** automatically collect personally identifiable information from visitors to this website.

We do provide a **voluntary “Contact Us” form** for individuals who wish to request information about the school. If you choose to complete this form, you may provide limited personal information, such as:

- Name
- Email address
- Phone Number
- Student information
- Message content or other information you choose to share

Providing this information is optional and not required to browse the website.

### Third-Party Contact Form Provider (RenWeb / FACTS)

The “Contact Us” form on this website is provided and processed by **RenWeb (FACTS Management Company, LLC)**, a third-party service provider used by many schools for administrative and communication purposes.

Information submitted through the contact form is transmitted to and processed by RenWeb in accordance with its privacy and security practices. Concord Montessori School does not control RenWeb’s systems and is not responsible for their independent privacy practices. Visitors are encouraged to review RenWeb’s privacy policy at [renweb.com](http://renweb.com) or [factsmgt.com](http://factsmgt.com).

### Use of Google Analytics

Concord Montessori School may use **Google Analytics**, a service provided by Google LLC, to better understand how visitors use our website and to support general outreach and communication about the school.

Google Analytics collects **non-personally identifiable information**, which may include:

- Pages visited
- Time spent on the site

- General geographic information (such as city or region)
- Device and browser type

This information is reviewed only in **aggregate form** and is used to improve website content and ensure that information about the school is clear and accessible to prospective families. We do not use Google Analytics to collect personal information, student data, or education records.

Google Analytics may use cookies or similar technologies as part of this service. Information collected through Google Analytics is subject to Google's privacy policies.

### **Google Analytics Opt-Out**

Visitors who prefer not to have their website activity collected by Google Analytics may opt out by:

- Installing the **Google Analytics Opt-out Browser Add-on** provided by Google
- Adjusting browser settings to block or limit cookies

Opting out of Google Analytics will not affect your ability to use this website.

### **Use of Information**

Information voluntarily submitted through the contact form is used solely for the purpose of:

- Responding to inquiries
- Providing information about the school and its programs

Concord Montessori School does not sell, rent, or knowingly share personal information with third parties except as described in this policy.

### **Children's Privacy and COPPA**

This website is intended to provide general information about Concord Montessori School. We do not knowingly collect personal information directly from children under the age of 13 through this website. Any information submitted through the contact form is expected to be provided by a parent, guardian, or other responsible adult, in compliance with the Children's Online Privacy Protection Act (COPPA).

### **FERPA Notice (Massachusetts)**

Under the **Family Educational Rights and Privacy Act (FERPA)** and applicable Massachusetts laws and regulations, schools are required to protect the privacy of student education records.

This website does **not** collect or maintain student education records. The website and contact form are **not intended for the submission of confidential or sensitive student information**, including records protected under FERPA. Parents and guardians should not submit such information through this public website.

Student records maintained by Concord Montessori School are governed by FERPA and applicable Massachusetts regulations and are accessed only through secure, authorized systems.

### **Data Security**

Concord Montessori School limits the collection of information to what is reasonable and appropriate for a public informational website. While third-party systems are used, we work with service providers that maintain appropriate administrative and technical safeguards.

### **External Links**

This website may include links to external websites, such as educational resources or service providers. Concord Montessori School is not responsible for the content or privacy practices of external sites.

### **Updates to This Policy**

This Privacy Policy may be updated periodically. Any changes will be posted on this page with a revised effective date.

### **Contact**

**Questions regarding this Privacy Policy may be directed to:**

**Concord Montessori School  
29 Domino Drive, Suite 2 Concord, MA 01742**

**978-369-5900 [admin@concordmontessorischool.org](mailto:admin@concordmontessorischool.org)**