

District Council Training Center – Website and SMS Privacy Policy

Effective Date: July 1, 2024; Updated June 2, 2025

OVERVIEW

This Privacy Policy describes:

- Information that we receive from you when you interact with the District Council Training Center website, bac2school.org (the “Website”)
- How we use and process the information that we receive
- If and why Personal Information may be disclosed to third parties
- Your choices regarding the collection and processing of your Personal Information

“We” throughout this Privacy Policy refers to the Board of Trustees of the District Council Training Center Fund and/or the Director of the District Council Training Center, collectively or singularly, as the context deems appropriate.

Please note that this Privacy Policy does not apply to information collected through third-party websites or services that you may access through the Website or that you submit to us through e-mail, text message, or other electronic method, nor does it apply to offline communications.

PLEASE REVIEW THIS PRIVACY POLICY CAREFULLY. When you submit information to or through the Website, you consent to the collection and processing of your information as described in this Privacy Policy.

By using the Website, you accept the terms of this Privacy Policy and consent to our collection, use, disclosure and retention of your information as described in this Privacy Policy.

IF YOU DO NOT AGREE WITH ANY PART OF THIS PRIVACY POLICY, PLEASE DO NOT USE THIS WEBSITE.

The Effective Date of this Privacy Policy is set forth at the top of this Policy. Whenever possible, we will provide you with advance written notice of our changes to this Privacy Policy. We will not make retroactive changes that reduce your privacy rights unless we are legally required to do so. Your continued use of the Website after the Effective Date constitutes your acceptance of the amended Privacy Policy. An amended Privacy Policy will supersede all previous versions.

INFORMATION WE COLLECT

Types of Information

We collect various kinds of information that you provide to us as well as information we obtain from your use of the Website. Some of the types of information that we collect include:

“Personal Information”—information associated with or used to identify or contact a specific person. Personal Information includes but may not be limited to: (1) first and last name; (2) contact data (e-mail address, telephone number, IU number, and employer); (3) demographic data (such as gender, date of birth and zip code); and (4) certain Usage Data (defined below).

“Usage Data”—information about an individual's online activity that, by itself, does not identify the individual, such as:

- technical information, including your browser type and version, service provider, IP address, operating system and webpages visited;
- information about what you've searched for and looked at while using the Website;
- metadata, which means information related to items you made available through the Website.

(Generally, we do not consider Usage Data as Personal Information because Usage Data by itself usually does not identify an individual. Personal Information and Usage Data may be linked together. Different types of Usage Information also may be linked together and, once linked, may identify an individual person. Some Usage Data may be Personal Information under applicable law.)

When you access the Website by or through a mobile device, we may collect certain information including, but not limited to, the type of mobile device you use, your mobile device unique ID, the IP address of your mobile device, your mobile operating system, the type of mobile internet browser you use, unique device identifiers, and other diagnostic data.

Usage Data is collected automatically when using the Website. We may also collect information that your browser sends whenever you visit the Website or when you access the Website by or through a mobile device.

How We Collect Information

Whether we collect certain types of information and how we process it depends on how you use and access the Website. Some information is collected automatically through use of cookies and similar data collection tools. We collect information about you in the following ways:

From you when you use the Website. We collect Personal Information from you when you register an account to use the Website, apply for an Apprenticeship, contact us for help or information, or otherwise voluntarily provide your Personal Information.

Usage Data. We also automatically collect Usage Data when you interact with the Website.

From cookies and other data collection tools. We, along with the service providers that help us provide the Website, use small text files called “cookies”, which are small computer files sent to or accessed from your web browser or your computer's or tablet's hard drive that contain information about your computer, such as a user ID, user settings, browsing history and activities conducted while using the Website. Cookies are not themselves personally identifiable, but may be linked to Personal

Information that you provide to us through your interaction with the Website. A cookie typically contains the name of the domain (internet location) from which the cookie originated, the “lifetime” of the cookie (i.e., when it expires) and a randomly generated unique number or similar identifier.

Cookies help us improve the Website by storing users’ passwords, enabling us to analyze technical and navigational information about the Website, and helping to detect and prevent fraud. We also use other cookies and other data collection tools (such as web beacons and server logs), which we collectively refer to as “*data collection tools*,” to help improve your experience with the Website. “Web beacons,” also referred to as clear gifs, pixel tags, and single-pixel gifs, permit us to, for example, count users who have visited pages of the Website, opened an email from us, recording the popularity of a certain section, or verifying system and server integrity.

The Website also may use data collection tools to collect information from the device used to access the Website, such as operating system type, browser type, domain and other system settings, as well as the operating system used and the country and time zone in which the computer or device is located.

Web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to manage and delete cookies, visit www.allaboutcookies.org. Some web browsers (including some mobile web browsers) provide settings that allow a user to reject cookies or to alert a user when a cookie is placed on the user's computer, tablet or mobile device. Most mobile devices also offer settings to reject mobile device identifiers. Although users are not required to accept cookies or mobile device identifiers, blocking or rejecting them may prevent access to some features available through the Website.

How We Use Your Information

We may use the information we collect for any of the following purposes:

- to provide the Website to you;
- to operate, improve and personalize the Website, and to give each user a more consistent and personalized experience when interacting with us;
- for customer service, security, to detect fraud or illegal activities, or for archival and backup purposes in connection with the provision of the Website; and
- to communicate with users, such as by sending text message reminders of scheduled training and push notifications informing users of upcoming programs at the Training Center.

How We Share and Disclose Your Information

We may share and disclose information as described at the time information is collected or as follows:

- **With third party service providers performing services on our behalf.** We share information, including Personal Information, with our service providers to perform the functions for which we engage them (such as hosting and data analyses). We may share information as needed to operate other related services.
- **For legal purposes.** We also may share information that we collect from users, as needed, to enforce our rights, protect our property or protect the rights, property or safety of others, or as needed to support external auditing, compliance and corporate governance functions. We will disclose Personal Information as we deem necessary to respond to a subpoena, regulation, binding order of a data protection agency, legal process, governmental request or other legal or regulatory process, including compliance with the Department of Labor's Affirmative Action Plan requirements. We may also share Personal Information as required to pursue available remedies or limit damages we may sustain.
- **In aggregated form.** We may share Personal Information about you in an aggregated form—that is, in a statistical or summary form that does not include any personal identifiers—with third parties in order to discover and reveal trends about how users like you interact with our services.

Information Storage and Security

We retain information as long as it is necessary and relevant for our operations. We also retain Personal Information to comply with applicable law, prevent fraud, resolve disputes, troubleshoot problems, assist with any investigation, and other actions permitted by law. After it is no longer necessary for us to retain information, we dispose of it according to our data retention and deletion policies.

We employ industry-standard security measures designed to protect the security of all information submitted through the Website. However, the security of information transmitted through the internet can never be guaranteed. We are not responsible for any interception or interruption of any communications through the internet or for changes to or losses of data. Users of the Website are responsible for maintaining the security of any password, user ID or other form of authentication involved in obtaining access to password protected or secure areas of any of our digital services. In order to protect you and your data, we may suspend your use of any part or all of the Website, without notice, pending an investigation, if any breach of security is suspected. Access to and use of password protected and/or secure areas of any of the Website are restricted to authorized users only. Unauthorized access to such areas is prohibited and may lead to criminal prosecution.

Your Rights

It is important to us that you are able to access and review the Personal Information we have about you and make corrections to it or delete it, as necessary. You can log into your account to manage and correct the information we have on file about you. If you have any questions about how to access your Personal Information, please contact us at 630-953-0835.

Links to Third Party Services

The Website may contain links to third-party websites and services (“Third Party Services”) with which we have no affiliation. A link to any Third Party Service does not mean that we endorse it or the quality or accuracy of information presented on it. If you decide to visit a Third Party Service, you are subject to its privacy policy and practices and not this Privacy Policy. We encourage you to carefully review the legal and privacy notices of all other digital services that you visit.

Disclaimer: Not Child-Directed

This Website is not intended for use by children. If you are under the age of majority in your place of residence, you may use the Website only with the consent of or under the supervision of your parent or legal guardian.

Consistent with the requirements of the Children's Online Privacy Protection Act (COPPA), if we learn that we have received any information directly from a child under age 13 without first receiving his or her parent's verified consent, we will use that information only to respond directly to that child (or his or her parent or legal guardian) to inform the child that he or she cannot use the Website and subsequently we will delete that information.

Non-U.S. Residents – Privacy Rights

This Website is hosted in the United States. It is not intended to be accessed by individuals outside of the United States, such as E.U. residents. Any use of the Website will result in a transfer of information to the DCTC in the United States. When you provide personal information to us through the Website, you consent to the processing of your data in the United States, in accordance with this Privacy Policy.

SMS PRIVACY POLICY

Individuals may opt into receiving SMS messages from the DCTC. The DCTC will collect opt-ins for the SMS messaging service via the “Members” section on the DCTC’s website. The types of messages sent will include conversational and informational messages, status updates, and appointment reminders to facilitate effective interaction between students and staff. Message frequency may vary; on average, 1-2 messages are sent per month. Message and data rates may apply.

By opting into the DCTC’s SMS messaging service, you agree to the following terms regarding how we handle your data:

- **Data Collection:** We collect your name and mobile phone number when you sign up for SMS updates. No mobile opt-in data will be shared with third parties.
- **Data Usage:** We use your data solely for sending updates and reminders related to the DCTC.
- **Data Security:** We protect your data through encryption and secure storage measures to prevent unauthorized access.

- **Data Retention:** We retain your information as long as you are subscribed to our SMS service. You may request your data be deleted at any time; however, you will no longer be able to receive SMS messages once your data is deleted.

Your information is only shared with our SMS service provider to enable messaging. It will never be shared with third parties for marketing purposes.

Opt-Out Instructions

You have a right to opt out of the DCTC's messaging campaign at any time. To opt out of future communications, text STOP or UNSUBSCRIBE. Please note that the opt-out process may take up to 10 business days to become effective. During this period, you may still receive some messages from us.

Assistance

For support or more information, text HELP, or contact the DCTC by email at info@bac2school.org or by phone at 630.953.0835.

CONTACT US

If you have any questions about this Privacy Policy, you can contact us:

By email: info@bac2school.org

By phone: 630.953.0835