

Privacy Policy

Effective Date: May 27, 2025

Introduction

Columbia Child Development Center (“we,” “our,” or “us”) is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal information when you interact with our website, apply for employment, or enroll your child in our programs.

Information We Collect

We collect personal information when you:

- Submit applications for child care or Head Start enrollment
- Apply for employment through our website or hiring platform
- Make payments for child care services
- Sign up for occasional email communications or newsletters

This information may include:

- Names, addresses, phone numbers, and email addresses
- Child and family background information
- Payment details (processed securely by a third-party payment processor)
- Employment and educational history (for job applicants)

How We Use Your Information

We use your personal information to:

- Process child care and Head Start program applications
- Process employment applications
- Facilitate payment for child care services
- Communicate updates, schedules, and relevant news
- Comply with applicable laws and regulations

Third-Party Services

We use trusted third-party service providers to:

- Process secure online payments for child care services
- Assist with hiring and job application management
- Manage limited email communications
- Maintain our website functionality and security

These providers have their own privacy policies and security measures, and we encourage you to review their terms when submitting sensitive information such as payment details or job applications.

Data Security

We take reasonable steps to protect your personal information from unauthorized access, use, or disclosure. However, no data transmission or storage system can be guaranteed to be 100% secure.

Your Rights and Choices

You may request to:

- Review, update, or correct your personal information
- Withdraw consent for communications
- Request deletion of your information, as allowed by law

To make a request, please contact us at admin@ccdppa.org or (570) 784-8618.

Changes to This Policy

We may update this Privacy Policy occasionally to reflect changes in our practices or legal requirements. Updates will be posted on this page with a revised effective date.

Contact Us

If you have any questions or concerns about this Privacy Policy, please contact us at:

Columbia Child Development Center
215 E. 5th Street
Bloomsburg, PA 17815

admin@ccdppa.org
(570) 784-8618