# Privacy Notice

How the Lakeside SIS portal may collect, use, store, and protect information

**Roleplay service only.** Lakeside SIS is intended for Roblox school roleplay information. Do not enter real-world student records or sensitive personal information.

## 1. About this notice

This Privacy Notice applies to the Lakeside SIS website and related portal features operated for the Lakeside Roblox school roleplay community. It describes information handled when users sign in, view records, submit classroom work, upload files, or use staff and administrator tools. The portal is for roleplay and is not intended to hold official real-world education, medical, financial, or other sensitive records. Roblox, Discord, and other third-party services have their own privacy policies.

## 2. Information processed

**Roblox identity and authentication:** Roblox user ID and username received through Roblox OAuth, along with authentication tokens and session identifiers needed to maintain sign-in. Lakeside SIS does not store Roblox account passwords; passwords should be entered only on Roblox.
**School and roleplay records:** roleplay names, school roles, class and course assignments, teacher information, grades, attendance, submissions, feedback, messages, hall passes, discipline-related roleplay entries, applications, and virtual balances or fees, depending on enabled features.
**Webhook payloads:** when configured events occur, information may be sent to administrator-configured webhook destinations. Depending on the event, payloads may include names, email addresses, application details, safety-report content, or other information included in the event.
**Audit log entries:** records of administrator activity may include the acting username, IP address, timestamp, action, and related details such as settings changes, content edits, or permission changes.
**File information:** uploaded staff photos, application attachments, and documents may be stored on the server. Associated records may retain file names, sizes, file types, and other basic metadata.
**Technical information:** session and request identifiers, timestamps, action outcomes, browser or network information, and diagnostic logs needed to operate, secure, and troubleshoot the portal.

## 3. How information is used

Information may be used to authenticate users, apply roles and permissions, display authorized records, process applications and reports, save submissions and staff updates, synchronize information with connected game features, deliver configured notifications, maintain sessions, troubleshoot errors, protect the service, investigate misuse, and respond to user or administrator requests.

## 4. Access, staff permissions, and webhook recipients

Users may access information made available to them by the portal. Teachers, staff, and administrators with the required permissions may view or manage the records assigned to their role. System administrators may have broader access for support, security, and service administration. When an event is sent to a configured webhook, people who can view the destination may also see the information in that notification. For example, members with access to a configured Discord channel may see webhook messages posted there. Lakeside administrators control which webhook destinations are configured, but cannot control how every recipient later handles information they can view.

## 5. Cookies, local storage, and accessibility preferences

The portal may use essential session cookies to maintain sign-in and protect authenticated requests. It may also use browser local storage to preserve application progress on the user's device; this application-progress data is client-side and is not sent to the server merely because it is stored locally. Accessibility preferences, such as large text or high-contrast display settings, may also be saved in browser storage. Signing out or clearing browser data may end a session or remove locally saved preferences and progress, but does not necessarily delete records already submitted to the server.

## 6. Third-party services and notifications

The portal may rely on the following services, depending on the features enabled: **Roblox** for authentication and avatar information; **Discord** as a possible destination for administrator-configured webhooks; a **hosting provider** to serve the website and provide network, security, and diagnostic logs; and **Cloudflare**, if configured, for security, performance, analytics, or beacon-related functions. These providers may process information under their own terms and privacy policies. Webhook URLs and associated secrets are managed by system administrators and should be treated as confidential configuration data.

## 7. Storage, retention, and deletion

Portal records and uploaded files may be stored in the service's server-side database or file storage. Soft-deleted records placed in a trash or recovery area are retained for up to 30 days before permanent purge, subject to the system's actual cleanup schedule. Audit logs are retained for security, accountability, and troubleshooting for the period configured by administrators. Backups, hosting logs, and third-party systems may retain copies for longer periods under their own retention schedules. Deletion from the active portal may therefore not immediately remove every backup or provider-held copy. Users may contact an administrator to request review, correction, or deletion where appropriate.

## 8. Your choices and privacy requests

You may stop using the portal, sign out, and review or revoke the application authorization available through Roblox account settings. Revoking authorization does not automatically erase records previously stored by Lakeside SIS or messages already delivered to third-party webhook destinations. You may ask an administrator to provide information associated with your account, correct inaccurate roleplay records, or delete information where appropriate. Administrators may request reasonable confirmation that you control the relevant Roblox account before acting.

## 9. Security and audit logging

The portal should use appropriate access controls and reasonable technical and organizational safeguards, such as permission checks, protected authentication flows, secure communications, and restricted administrative configuration. Administrator actions, including settings changes, content edits, and permission changes, may be recorded with the administrator's username, IP address, timestamp, and action details. Audit logs are used for security monitoring, accountability, and troubleshooting and are accessible only to appropriately authorized personnel. Webhook delivery is also a security consideration: webhook destinations and secrets should be restricted to system administrators, reviewed periodically, and updated if they are exposed. No online service can guarantee complete security.

## 10. Information users should not submit

Use fictional or roleplay information only. Do not enter real home addresses, personal phone numbers, private email addresses, medical details, financial information, government identification numbers, passwords, authentication codes, or other sensitive real-world information. If you notice that such information has been submitted, contact a system administrator and request review and removal.

## 11. Children's privacy

Lakeside SIS is a Roblox roleplay portal and is not designed to collect real-world student education records or sensitive information about children. The service may nevertheless be used by minors. Users and parents or guardians should review the applicable Roblox and third-party service requirements. Depending on how the portal is operated, the information collected, and the users' ages, parental notice or consent obligations under laws such as the U.S. Children's Online Privacy Protection Act (COPPA) may apply. The portal operator should obtain appropriate legal guidance and implement any required safeguards before knowingly collecting personal information from children covered by those laws.

## 12. External services and links

Links or integrations may take users to services not operated by Lakeside SIS. Lakeside does not control those services' privacy, security, or retention practices. Review the relevant provider's policies and settings before using an external service or sharing information there.

## 13. Changes to this notice

This Privacy Notice may be revised when portal features, service providers, or data practices change. The latest version should be published through the portal or an official Lakeside SIS communication channel. Material changes should be clearly identified where practical. Continued use should be subject to the updated notice and any consent or notice requirements that apply.

## 14. Contact the system administrator

For privacy questions, account concerns, record access, corrections, deletion requests, or to report information submitted by mistake, contact the Lakeside SIS system administrator at **support@lakesideisd.net**. Include your Roblox username and a clear description of the request. Do not email passwords, authentication codes, identity documents, or other account secrets. The administrator may request reasonable verification of account ownership before taking action.

document is not legal advice.