

## **Alive and Well Communities Privacy Policy**

Alive and Well Communities (the Organization) has created this privacy policy to explain how we use information that you may provide to us in writing or while visiting our website, and to demonstrate our firm commitment to privacy.

The Organization may modify this policy from time to time, so we encourage you to check this page when revisiting the Organization's websites or the Organization's learning management system.

### **How We Use Your Information**

When you contribute, submit any online forms, email us, or take other actions, we may ask you to give us certain information, such as your name, address, telephone number, and/or email address.

We may obtain information about you from outside sources and add it to or combine it with the information we collect through our websites and learning management system. We use this information for legitimate business interests, including the following: to operate our sites; to send news and information to you about the Organization; to solicit your participation in the Organization's programs, events, and activities; to fulfill your requests; and to obtain and confirm RSVPs to events and programs. We use your email address to send such information by email and may use your telephone number to call you for these purposes.

We will never sell your email address or any of your personal information to any other person or organization, for any purpose. If you decide to purchase tickets to an event or make a contribution online, we may ask for your credit card information. That information is used solely for processing your contribution; is not maintained by our Organization; and is never disclosed to anyone, for any purpose other than for processing your transaction, under any circumstances.

We generally keep your information for as long as we need it to fulfill the purpose it was collected for. If you have questions about a retention period for a particular piece of your information, please contact us using the contact information below.

### **How We Protect Information You Provide**

The Organization uses reasonable and appropriate security measures to protect the information under our control. Although we make good faith efforts to securely store and process information collected by our websites, we cannot guarantee complete security.

We may require you to create and use a password to access our learning management system. Those passwords should be strong to help ensure the security of your account.

If we learn of a data security incident that affects your personal information, we may attempt to notify you via email, mail, telephone, or any other means permitted by law so that you can take appropriate protective steps. We may also post a notice if a data security incident occurs.

## **Links to Other Websites**

This privacy policy covers our website. Our website may link to third-party websites. We are not responsible for the content or privacy policies of third-party sites. We encourage you to read the privacy policies and review the practices of all websites you visit.

## **Other Disclosure of Your Information**

Though we make every effort to preserve user privacy, we may need to disclose personal information when we have a good-faith belief that release is appropriate to comply with the law (for example, a lawful subpoena); to protect our rights or property; to protect our donors, artists, and supporters from fraudulent, abusive, or unlawful conduct; or if we reasonably believe that an emergency involving immediate danger of death or serious physical injury to any person requires disclosure of communications or justifies disclosure of records without delay.

In the event that we combine with another entity, or another entity controls us, your information may be shared with that entity. We also share your information with service providers who help us perform general business functions, including the functions described in this privacy policy. Finally, we may ask for your consent to share your information in other ways.

## **Your Rights and Choices**

Depending on applicable law, some individuals have rights related to the information we process about you. These rights include:

- The right to request that we delete or “forget” information we hold about you,
- The right to request access to or modification of information we hold about you, and
- The right to object to or optout of certain kinds of data processing.

Please send any requests to exercise these rights to our contact information listed below. Note that we will not always be able to honor such a request. For example, information may be stored on backup media, which is impossible or impracticable to erase, or we may need to keep certain information to comply with the law or as part of the legal process.

## **SPECIAL NOTICE FOR PARENTS:**

We want to help you guard your children’s privacy. We encourage you to talk to your children about safe and responsible use of their personal information while using the Internet. The Organization does not knowingly collect, use, or distribute children’s personally identifiable information. If you have any reservations, questions, or concerns about your child’s possible access to this site, please contact us.

## **About Cookies, IP Addresses, and Log File Data Cookies**

A cookie is a piece of data stored on the user's device containing information about the user.

The Organization's sites use cookies for measuring aggregate web statistics, including the number of monthly visitors, number of repeat visitors, most popular webpages, and other information, as well as to facilitate your online visit by maintaining data that you provide. The Organization uses cookies to facilitate your access of the training courses by maintaining data that you provide so that you will not need to resubmit certain information.

We also use third-party services such as Google Analytics. This helps us understand traffic patterns and know if there are problems with our sites. In addition, we use embedded images in emails to track open rates for our mailings so that we can tell which mailings appeal most to our supporters.

## **Advertising**

We may place online advertising with third-party vendors, including Google, which will be shown on other sites on the Internet. In some cases, those third-party vendors may decide which ads to show you based on your prior visits to our sites. At no time will you be personally identified to those third-party vendors, nor will any of the information you share with us be shared with those third-party vendors. If you prefer to opt out of the use of these third-party cookies on the site, you can do so by visiting the Network Advertising Initiative opt out page.

## **Server Log Files**

We log standard technical information, such as your IP address and the kind of browser you use. We log this information for troubleshooting purposes and to track which pages people visit in order to improve the site.

## **How to Unsubscribe or Opt Out**

People who subscribe to email lists via awcommunities.org will receive periodic updates from the Organization by regular mail and/or email. You may opt out of receiving future information via email by using the unsubscribe procedure specified on the email message or by emailing us at the email address below.

## **Transmission of Information to Other Countries**

Your information may be processed in a foreign country where privacy laws may be less stringent than the laws in your country. By submitting your personal information to us you agree to the transfer, storage, and processing of your information in a country other than your country of residence including, but not necessarily limited to, the United States.

## **How We Notify You About Privacy Policy Changes**

We may revise and update this Privacy Policy if we change our practices, add new site features, or change existing site features. We will post notice to this site of any substantive changes to our Privacy Policy. Your use of our sites following such changes constitutes your agreement with regard to information collected from you in the past and in the future.

## **How to Contact Us**

Questions regarding this Privacy Policy should be emailed to [info@awcommunities.org](mailto:info@awcommunities.org).