



## Privacy Policy

### Our Commitment to Privacy

Your privacy is important to us. At The Learning Gate, we are committed to maintaining your confidence and trust and accordingly maintain the following privacy policy to protect your personal information.

We provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, it is available on our homepage and at every point where personally identifiable information may be requested.

### Our Commitment to Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Billing information is encrypted by The Learning Gate or its designated third party (ie. Network for Good, Paypal) whenever it is requested online. Personal information is accessible only by The Learning Gate staff designated to handle requests.

### The Information We Collect:

This notice applies to all information collected or submitted on The Learning Gate's website. On some pages, you can make donations, order products, file a complaint or request information. The types of personal information collected at these pages are:

- Name
- Address
- Email address
- Phone number
- Credit/Debit Card Information
- Complaint and Inquiry Information

On some pages, you can submit information about other people. For example, if you make a donation in memory of another person or order a product online and want it sent directly to the recipient, you will need to submit the recipient's address. In this circumstance, the types of personal information collected are:

- Name
- Address
- Email address

## **The Way We Use Personal Information:**

The Learning Gate will use your personal information only for the purpose for which it was submitted such as to reply to inquiries or complaints, process donations and online tickets for fundraising events or to fulfill orders for The Learning Gate merchandise.

We use return email addresses to answer the email we receive. Email addresses are not used for any other purpose other than that initiated by the individual and are not shared with outside parties. Examples of use of personal email addresses by The Learning Gate include:

- Email addresses provided to request information about The Learning Gate's programs and services are used to respond to the inquiry.
- Email addresses provided as part of the online donation process are stored within The Learning Gate's secure database. They may be used for correspondence regarding the donation (ie. thank you, problems with processing donation)
- Email addresses provided for purchase of online tickets of fundraising events may be maintained for correspondence regarding future fundraising events.
- Email addresses provided for the purchase of The Learning Gate merchandise may be used to acknowledge the order, confirm shipping of product or other communication required to complete the sale.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

At any time, you can add or remove your name from our mailing list and/or database by contacting us at [info@thelearninggate.org](mailto:info@thelearninggate.org) or by calling 908-722-6789.

## **Help Us Keep Your Personal Information Accurate**

If your personal information changes or you would like to review the personal information we may have on file, please email us the new information or your review request at [info@thelearninggate.org](mailto:info@thelearninggate.org) or call 908-722-6789.

## **Computer Tracking and Cookies**

The Learning Gate's website is not set up to track, collect or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to improve the quality of our site, determine level of interest in specific programs and assist with strategic planning for the association. The data collected does not contain any personal information about individuals accessing our site and cannot be used to gather this information.

A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. The Learning Gate does not use tracking cookies or collect data from visitors.

## **Problems**

If you have a complaint about The Learning Gate's compliance with this policy, you may contact us at [info@thelearninggate.org](mailto:info@thelearninggate.org).