



## **Encore Creativity for Older Adults Privacy Policy for Encore Program Participants**

Approved by Encore Creativity for Older Adults board of directors April 13, 2019

### **Attachment: Privacy Policy for Users**

Encore Creativity for Older Adults (Encore) places a high priority on protecting your privacy. This privacy policy was created to demonstrate Encore's firm commitment to the privacy of our program participants and website users. This policy explains what types of information is collected by Encore website, and how this information is used.

### **What Information is Collected**

Encore collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number only to the extent that you provide it in completing program or event registration forms

Encore uses Google Analytics to collect statistical and website usage data. This information can include: your IP address, browser type, domain names, access times and referring Website addresses. This information is used by Encore for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Encore Website.

Encore encourages you to review the privacy statements of Websites you choose to link to from Encore so that you can understand how those Websites collect, use and share your information. Encore is not responsible for the privacy statements or other content on Websites outside of the Encore's Website.

### **How Your Information May Be Used**

Encore collects and uses your personal information to operate Encore's Website and deliver the services you have requested. Encore also uses your personally identifiable information to inform you of other products or services available from Encore and its affiliates. Encore may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

Encore does not sell, rent or lease its customer lists to third parties without express permission. Encore may, from time to time, contact you on behalf of external business partners about an offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, Encore may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, or provide customer support. All such third parties are prohibited from

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using your personal information except to provide these services to Encore and they are required to maintain the confidentiality of your information.

Encore does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

Encore keeps track of the Websites and pages our customers visit within Encore's web site, to determine what Encore web services are the most popular and enhance web site content.

Encore will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Encore or the site; (b) protect and defend the rights or property of Encore; and, (c) act under exigent circumstances to protect the personal safety of users of Encore, or the public.

#### **Use of Cookies**

The Encore Website does not use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server.

#### **Security of your Personal Information**

Encore secures your personal information from unauthorized access, use or disclosure. Encore secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected using encryption, such as the Secure Socket Layer (SSL) protocol.

#### **Changes to this Statement**

Encore will occasionally update this Statement of Privacy to reflect company and customer feedback. Encore encourages you to periodically review this Statement to be informed of how Encore is protecting your information.

#### **Contact Information**

Encore welcomes your comments regarding this Statement of Privacy. If you believe that Encore has not adhered to this Statement, please contact Encore We will use all reasonable efforts to promptly determine and remedy the problem.