



## **Privacy Policy**

Neuhaus Education Center (Neuhaus) takes the privacy of its website users seriously and is committed to safeguarding user information. This privacy statement explains the personal information that the Center collects from users of [www.neuhaus.org](http://www.neuhaus.org) and how the Center uses, discloses, and protects such information. Please note that this privacy policy applies only to the web pages, tools and content owned and operated by the Center at this website and does not apply to any information collected outside the website.

We encourage users to read through and understand our privacy statement. We may update this statement from time to time to address new issues or to reflect changes on our website, so please check back often. We may also contact users to inform them of any material changes to our privacy statement. If you have any questions or concerns about our privacy statement, please contact us at [info@neuhaus.org](mailto:info@neuhaus.org).

### ***WHAT INFORMATION IS COLLECTED***

In general, you can visit this website without revealing your identity or providing any personal information. If, however, you decide to participate in certain activities, including our online registration, purchase of materials, or online giving program, we may ask for your name, address, email, phone number, and other information related to the activity, such as occupation, school, and/or grade level or specialization. Also, if you decide to donate to the Center or to purchase an item from the online store, we will ask for payment information, which includes a credit card number. In no case will we ask for your driver's license number.

### ***HOW INFORMATION IS COLLECTED***

We collect personally identifiable information from you when you voluntarily submit it. We do not use cookies or other internal tracking mechanisms to collect any personal information about you.

### ***HOW INFORMATION IS USED***

Our primary purpose in collecting and processing your personal information is to:

- (1) provide the products, services, and resources that you request, such as registration for workshops and/or classes, receipt of our newsletter and class schedules, or periodic email updates;
- (2) respond to questions related to the products, services, resources, and events offered through this website; and
- (3) send you materials on certain Center services, resources, and events about which you may be interested.



We also may use your personal information to notify you about updates to the site.

We do not sell or rent your personal information to anyone. Moreover, we do not share or otherwise disclose your personal information to outside parties other than third-party site administrators (for operational and maintenance purposes only).

#### ***WHO HAS ACCESS TO INFORMATION***

Access to your information is limited to those Center employees, such as administrators, who need it for administrative and programming purposes.

#### ***HOW INFORMATION IS PROTECTED***

We take reasonable measures to protect the privacy, accuracy, and reliability of any personal information you choose to provide to us and to protect such information from loss, misuse, unauthorized access, disclosure, alteration, and destruction. We also safeguard your personal information by limiting the number of employees who may access such information and by permitting access to it only for administrative and programming purposes.

#### ***HOW TO UPDATE INFORMATION***

You will always have the opportunity to update your information. If you have submitted personal information through the Center website and you would like to access that information, you may send an email to [info@neuhaus.org](mailto:info@neuhaus.org). We will use reasonable efforts to supply you with this information and update your information as requested.

#### ***HOW TO END PARTICIPATION***

You can let us know at any time if you wish to end your participation in Center activities by emailing us at [info@neuhaus.org](mailto:info@neuhaus.org). Within a reasonable time of your giving this notice, your information will become inactive in our database, and it will no longer be viewed, accessed, or used by Center employees. If, however, you decide to participate again in any Center activities, we reserve the right to access your prior information at the time of renewed contact or participation.