### PRIVACY POLICY

### Introduction

Sophie and Madigan's Playground, Inc. ("SaMP") is a Maryland based non-profit 501(c)3 organization. We have created this Privacy Policy to explain what information we collect from you and how and why we use this information. This Policy applies to information we collect electronically, by mail, in-person, or over the phone.

## When and What Information We Collect

We collect information from you at times that include, but are not limited to, the following:

When you visit pages on our website;

When you use our website to make an online donation, including donations made to support a participant in one of our fundraising campaigns or as a sponsor/supporter of one of our fundraising events; and

When you use our website to register for an event.

The types of information we collect may include:

Personal Information You Submit, such as:

- Contact information including name, mailing address, email address, and phone number
- Demographic information including postal code, preferences, and interests
  Other Information We Receive from Third Parties, such as confirmation of a financial transaction.

Other Information You Submit, such as session cookies.

### **How We Use the Information We Collect**

Generally speaking, we collect personal information in order to carry out the transaction that you request, such as making a donation and participating in an event.

## More specifically,

When you make a donation, the information you provide is collected as a means of properly crediting and acknowledging your donation.

When you register for an event, the information you provide is collected for the purposes of registering you for that event. For certain events hosted by a third party, such as a running event where you agree to fundraise on behalf of SaMP, we register you for that event by providing your registration information to the applicable third party hosting the event.

This information may also be used to:

Personalize your experience; Improve our website; Send periodic emails

### **How We Share Information**

# With Other Companies and Organizations:

The personal information we maintain at SaMP is for internal use only, and will not be provided to any third party except when (1) you have consented to share the information; (2) we need to share the information in order to provide a product or service requested by you; or (3) we need to share the information with others who work on our behalf to provide a requested product or service to you. These third parties do not have the right to use this information beyond what is necessary to assist us.

## Aggregate Data:

We may aggregate and share data with third parties. Any such aggregated data will be shared only after personally identifiable information has been removed.

# **Processing Financial Transactions:**

As discussed below, we use a third party service provide to process financial transactions. As part of this process we provide the service provider with a transaction reference; this reference does not include any of your personal information.

# As Required By Law:

If we are required to do so by law, or we believe, in good faith, that such disclosure is necessary to comply with the law, we may disclose any information in our possession.

# **Processing Financial Transactions**

We use a third party service provider to provide a secured Site and facilitate the online financial transaction process. This includes processing of donations and event registration payments. We do not share your personal information with this third party service provider. This third party service provider may collect your bank or credit card information when you submit a payment, but that information is not passed on to SaMP; only a confirmation of payment is provided to SaMP by the third party service provider. This third party conforms to information security standards for online sales.

### **How We Protect Your Information**

We utilize a variety of procedural and technical safeguards to protect the information we collect.

### Other Websites

Some of our website pages may contain links to other websites that may have separate privacy policies and we, therefore, have no responsibility for the content and activities of these linked sites.

### Cookies

Our website may use cookies to understand and save your preferences for future visits.

## Consent

By using our site, you consent to our privacy policy.

# **Changes to our Privacy Policy**

We may modify this Policy as necessary. If we decide to make any changes, we will update the Last Updated date below.

### Communication

When you make a donation to SaMP, you are automatically added to our donor database. Our donors may receive newsletters and future solicitations to support the organization. There may be situations where we need to contact you if we have a question about your donation.

When you register for an event using the SaMP website, you are automatically added to our participant database. Participants may receive newsletters and information about future events. There may be situations where we need to contact you if we have a question about your registration.

You may request to stop receiving electronic or postal notifications from SaMP at any time by contacting us at <a href="mailto:info@sophieandmadigansplayground.org">info@sophieandmadigansplayground.org</a>.

# **Questions**

If you have any questions regarding this Privacy Policy you may contact us at <a href="mailto:info@sophieandmadigansplayground.org">info@sophieandmadigansplayground.org</a> or at the address below:

Sophie and Madigan's Playground P.O. Box 1628 Frederick, MD 21702

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