

# Privacy Policy

## **LYNNE MITCHELL FOUNDATION, INC. ONLINE PRIVACY POLICY**

Lynne Mitchell Foundation, Inc. is sensitive to the privacy concerns of visitors to its websites. The purpose of this Online Privacy Policy is to describe what types of personal information we collect from visitors to Lynne Mitchell Foundation, Inc.'s website, [www.lynnemitchellfoundation.org](http://www.lynnemitchellfoundation.org) or any other websites owned and operated by Lynne Mitchell Foundation, Inc. (collectively, the "Websites"), and how that information is used.

### **WEB SITE OPERATORS**

The websites are sponsored and operated by Lynne Mitchell Foundation, Inc. (LMFI). Certain service providers (collectively, "Service Providers") assist LMFI with respect to the Websites. In this Online Privacy Policy, LMFI and Service Providers are referred to collectively as "we", "our" or "us". Service Providers will develop and/or host the website, and may provide other services such as analysis of the performance of the websites. If you have any questions regarding this Online Privacy Policy or any other matter in connection with the Websites, please contact Lynne Mitchell Foundation, Inc. at [info@lynnemitchellfoundation.org](mailto:info@lynnemitchellfoundation.org).

### **COLLECTION AND USE OF INFORMATION**

The web servers that host the Websites automatically collect non-identifying information, including IP addresses, the type of operating system in use (e.g., Macintosh or Windows) and the type of browser being used by the visitor (e.g., Internet Explorer). When you view the Websites or use their features, we may collect certain non-identifying information from you by using small text files known as cookies. We use cookies for several purposes, such as, to determine the total number of unique visitors to the website. You are always free to decline cookies, but in doing so you may not be able to use certain features on our Websites. The "help" segment of the toolbar on most browsers will tell you how to configure your browser to not accept new cookies, how to have the browser inform you when you receive a new cookie, and how to erase cookies from your hard drive.

We may also use web beacons to count page visits by our users, to determine pages users visit, to access our cookies, and to otherwise improve your experience

on the Websites. Again, this information is collected in the aggregate and in a manner that does not identify any individual user.

## **COLLECTION OF PERSONAL INFORMATION**

We only collect personal information (such as first and last name, home or other physical address, e-mail address, home or mobile phone number) when you voluntarily submit it to us.

## **USE OF PERSONAL INFORMATION**

We may use information collected from visitors to the Websites for any of the following purposes: (1) to send marketing and other communications (such as our newsletters) to you; (2) to allow us to notify visitors of upcoming events, promotions, or activities on our sites; (3) to fulfill purchases made online; (4) to respond to specific requests from our visitors; (5) to provide any necessary notices to our visitors; and (6) to protect the security or integrity of our sites. To opt out of emails, please follow the instructions in the email message.

## **SHARING OF INFORMATION**

Your personal information will be used only by LMFI or a Service Provider performing a business, professional or technical support function on behalf of LMFI. We will transfer or otherwise disclose personal information in response to judicial process, to comply with legal requirements, to provide information to law enforcement agencies in connection with an investigation on a matter related to public safety, or to protect our rights, property, the Websites, or its users. Except as provided in this Policy, we disclose your information only with your permission. We do not sell (or provide) mailing lists to third parties.

## **DATA PROCESSING**

Your information may be transferred to computers located outside your state, province, country or other jurisdiction where the privacy laws may not be deemed as protective as those in your jurisdiction. If you are located outside the United States, please be advised that we process and retain information in the United States. By using the Websites or submitting information on the Websites, you agree to the transfer, processing, and retention in the United States of any data provided.

## **UPDATE, CORRECT OR DELETE PERSONAL INFORMATION**

The accuracy of your personal information is important to LMFI. If you change your e-mail address or if any of the other information we hold is incorrect or out of date, or if you wish to remove your details from our records, please contact Lynne Mitchell Foundation, Inc. at [info@lynnemitchellfoundatio.org](mailto:info@lynnemitchellfoundatio.org).

## **RIGHT TO OPT-OUT**

To unsubscribe or opt-out of LMFI e-mails such as emails regarding notifications of upcoming events, or newsletters, please follow the instructions in the e-mail message.

## **SECURITY OF INFORMATION**

We maintain physical, electronic, and procedural safeguards to guard your personal information.

## **UNFORESEEN CIRCUMSTANCES**

In the event that LMFI or any of its assets are acquired by a third party, personal information acquired by us may be one of the assets transferred.

## **THIRD-PARTY WEBSITES**

LMFI is not responsible for the policies, content, and practices of third party websites to which this website may link. Please refer to those sites' own privacy policies to learn how they collect and use personal information.

## **CHANGES TO THIS PRIVACY STATEMENT**

By visiting the Website, you are agreeing to the practices described in this Online Privacy Policy. On occasion, it may be necessary for LMFI to change the terms of this Privacy Policy. We will do so by posting updated text on this site, and your continued use constitutes acceptance of those changes. To ensure that you are aware of current privacy practices, we recommend that you check this site periodically. We will not materially change how we handle previously collected information without providing notice and an opportunity to choose how we use that information.

## **CONTACT US**

If you have any questions, comments or concerns regarding our Online Privacy Policy and/or practices, please contact us at [info@lynnemitchellfoundation.org](mailto:info@lynnemitchellfoundation.org).

Effective Date: January 21, 2013