

# Online Privacy Policy

## Learning through an Expanded Arts Program, Inc.

Learning through an Expanded Arts Program, Inc. (“LEAP,” “us,” “our,” and “we”) values your support and is committed to protecting your privacy. This statement (the “Online Privacy Policy”) sets forth our policies and practices for handling information collected from donors, program participants, or other constituents (collectively, “you” and “your”). It applies to all who use our website or any online service that we operate that links to or references this Online Privacy Policy, and to all electronic communications to or from us (collectively, the “Services” or “Site”).

### **Collection of Information**

We may collect the following kinds of information when you use the Services:

#### **Information you provide directly to us**

For certain activities, such as when you subscribe to our Services or contact us directly, we may ask you to provide some or all of the following types of information:

- Contact information, such as full name, email address, mobile phone number and address;
- Username and password; and
- Payment information used to conduct business with you

#### **Information we collect automatically**

We may collect certain information automatically when you use our Services, such as your Internet protocol (IP) address and other device identifiers that are automatically assigned to your computer or device when you access the Internet, browser type, operating system, Internet service provider, the date and time of your visit, information about the links you click and pages you view within the Services, and other standard server log information.

We may use cookies, pixel tags, and similar technologies to automatically collect this information. Cookies are small bits of information that are stored by your computer’s web browser. Pixel tags are very small images or small pieces of data embedded in images, also known as “web beacons” or “clear GIFs,” that can recognize cookies, the time and date a page is viewed, a description of the page where the pixel tag is placed, and similar information from

your computer or device. By using the Services, you consent to our use of cookies and similar technologies.

## **Use of Information**

We only use the information that we collect from you to the extent that it is required to conduct business with you in connection with the Services or as otherwise required by law.

We generally use the information we collect online to:

- Fulfill your requests for Services and information;
- Analyze the use of the Services and user data to understand and improve the Services;
- Communicate and provide additional information that may be of interest to you about LEAP;
- Send you reminders, technical notices, updates, support and administrative messages, marketing messages and requested information;
- Operate, maintain and improve our Services;
- Perform analytics and conduct user research; and
- For any other purposes disclosed to you at the time we collect your information or pursuant to your consent.

We will retain your information as needed to provide you with access to the Site, requested content, or Services that you request. We will retain your information as necessary to comply with our financial reporting purposes, resolve legal obligations and disputes, and enforce our agreements.

## **Disclosure of Information**

We are committed to maintaining your trust, and we want you to understand when and with whom we may share the information we collect.

### **Authorized third-party service providers and partners**

We share your information with third-party vendors and service-providers that help us with specialized services.

### **Legal purposes**

We may disclose information to respond to subpoenas, court orders, legal process, law enforcement requests, legal claims or government inquiries, and to protect and defend the rights, interests, safety, and security of LEAP, our affiliates, users, and/or the public.

## **With your consent**

We may share information for any other purposes disclosed to you at the time we collect the information or pursuant to your consent.

Information you provide to us, which is not already publicly available, will not be shared with other users of our Services, except in aggregated summary.

## **Security**

We use reasonable measures to help protect information from loss, theft, misuse and unauthorized access, disclosure, alteration and destruction. You should understand that no data storage system or transmission of data over the Internet or any other public network can be guaranteed to be 100 percent secure.

## **Third-Party Links, Content and Cookies**

Some of the Services may contain links to content maintained by third parties that we do not control. We are not responsible for the privacy practices of these third parties, and we recommend that you visit the privacy policies of each website that you visit.

## **Changes to the Online Privacy Policy**

We may update this Online Privacy Policy from time to time. When we update the Online Privacy Policy, we will revise the "Effective Date" date above and post the new Online Privacy Policy. We recommend that you review the Online Privacy Policy each time you visit the Site to stay informed of our privacy practices.

## **Still Have Questions?**

If you have any questions about this Online Privacy Policy or our practices, please contact us via email at [info@leapnyc.org](mailto:info@leapnyc.org).