## Privacy Policy

West 40 is committed to the protection of privacy of our website visitors. The following privacy policy describes the ways in which this website collects information, how that information is used, and the ways in which we will protect any information you choose to provide us.

If you download material or browse our website, our servers may automatically collect information from you, as described below. Additionally, we may collect information voluntarily provided by you.

# Information Automatically Collected

In order to ensure network security and improve services to users, our servers may automatically collect certain information from you which may include: 1) your Internet Protocol address (not the email address); 2) the browser software you use and your operating system; 3) the name of the domain and host from which you access the Internet. Our website logs do not contain personally identifiable information. Additionally, this information will not be tied to the personal information you choose to provide us and is used only to improve the website and make it as useful as possible to our visitors.

#### Cookies

A cookie is a small text file saved by a user's browser. Cookies may be used to identify you to the site between visits or to carry data about your current session from one webpage to the next. Unless notified otherwise, we will only use cookies for these two purposes. Cookies are not linked to personally identifiable information while on our site. You may set your browser to ask you before accepting a new cookie or may turn them off in your browser. It is important to note that some websites may not function properly if the cookies are turned off.

### Information Voluntarily Provided by You

While using this website, you may voluntarily choose to provide us with information. Examples of information you may voluntarily submit include an email, application, survey, or request to join a mailing list. Personally identifiable information submitted to West 40 will only be used for the purpose stated at the time of collection. Any information provided to us will not be transferred to a third party unless stated at the time of disclosure or to the extent required by law. We will not retain information longer than necessary for normal operations.

We take the security of your personally identifiable information seriously. We have taken reasonable steps to ensure the confidentiality of personally identifiable information you provide to us. While no system can provide guaranteed security, we use industry standard practices to keep information you provide to us secure, including encryption technology and appropriate security at the location of the server where the information is stored. We are not responsible for the privacy of email messages except those stored in our system.

## Links to Other Websites

Our website may provide links to other websites or resources that hold potential value to our website visitors. We encourage users to view the privacy policies of these websites, as West 40 does not control these sites and resources and is not responsible for the privacy practices of these sites. Inclusion of these sites on our website does not indicate an endorsement or recommendation by West 40, nor does it imply a relationship with West 40.

### Disclosure of Personal Information to Third Parties

West 40 does not sell or exchange personal information that you choose to provide us to third parties other than as required by law. West 40 may utilize third parties to perform services, including but not limited to, hosting and maintenance, database storage and management, and payment transactions. We may share your personal information with these third parties, but only as necessary to perform the necessary functions and services to West 40.

# Notice to Children Under the Age of 13 and Their Parents

West 40 does not knowingly collect personally identifiable information from children under the age of 13. If you are under the age of 13 you may not send any personal information, including your email address, through this website. If you would like to contact us, please do so through your parents or legal guardians.

# Changes to Our Privacy Policy

West 40 reserves the right, at its sole discretion, to make changes to this policy at any time without notice. West 40 will regularly review its policy and practices and will post any changes on the website, which will be effective immediately.

### **Contact Information**

Please email your questions or concerns regarding our privacy policy to the Executive Director, Mark Klaisner, at mklaisner@west40.org.

#### Terms and Conditions

West 40 makes information available on its website for informational purposes only. Use of the materials on this website are subject to our terms of use. Your use of this website and any materials contained herein constitutes your acceptance of our terms of use and privacy policy.

Content on this site, including but not limited to text, logos, graphics, images, videos, and audio recordings, is the sole property of West 40. Content may not be produced, in whole or in part, without written permission from West 40.

The West 40 website may provide links to other websites. These links are provided for convenience and do not imply endorsement or recommendation of the site by West 40. West 40 is not responsible for the content of these sites, or any changes or updates to these sites.