

# **Privacy Notice Policy**

## **SECTION 1. PURPOSE:**

This privacy notice discloses the privacy practices for (<a href="www.SummitValleyHorseCenter.org">www.SummitValleyHorseCenter.org</a>). This privacy notice applies solely to information collected by this web site. It will notify you of the following:

- 1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
- 2. What choices are available to you regarding the use of your data.
- 3. The security procedures in place to protect the misuse of your information.
- 4. How you can correct any inaccuracies in the information.
- 5. How policy changes will be communicated.

## **SECTION 2. INFORMATION COLLECTION, USE AND SHARING:**

Summit Valley Horse Center (SVHC) is the sole owner of the information collected on this site. The SVHC only has access to/collect information that you voluntarily provide to the organization via email or other direct contact from you. SVHC will not sell or rent this information to anyone, organization, marketing group or other third-party organization outside of SVHC.

SVHC will use your information to respond to you, regarding the reason you contacted us. SVHC will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order. Unless you ask us not to, we may contact you via email in the future to tell you about special events, programs, volunteer or sponsorship opportunities, specials, new products or services, or changes to this privacy policy.

#### SECTION 3. YOUR ACCESS TO AND CONTROL OVER INFORMATION:

You may opt out of any future contacts from SVHC at any time.

You can do the following at any time by contacting SVHC via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

### **SECTION 4. SECURITY:**

SVHC take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

When sensitive information is collected (such as credit card data), that information is encrypted and transmitted to SVHC in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While SVHC uses encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

## **SECTION 5. CHANGES TO THIS POLICY:**

SVHC reserves the right to make changes to this privacy notice from time to time. You may check back on this page at any time to see our current policy. Current policies will be posted on our website.

If you feel that SVHC is not abiding by this privacy policy, you should contact us immediately via telephone at 415 359 5332 or via email, info@summitvalleyhorsecenter.org.