

## **Sauder Village Privacy Policy**

Sauder Village (hereinafter “we,” “our,” or “us”) is committed to protecting the privacy of visitors, members, donors, and supporters who interact with us online. This Privacy Policy explains what information we collect through our website, how we use it, and the limited circumstances under which it may be disclosed.

This Privacy Policy applies only to information collected through our website and online services. It does not apply to information collected offline or through third-party websites or platforms, including social media services such as Facebook, Instagram, X (Twitter), or YouTube, even if we communicate with you on those platforms. Those services are governed by their own privacy policies.

By using this website, you signify your agreement to this Privacy Policy. If you do not agree, please do not use the website.

### **1. Information Collection and Use**

We are the sole owner of the information collected through this website. We do not sell, rent, or trade personal information. We collect and store information from users in various ways, including information voluntarily provided by users and information collected automatically through standard website technologies. Information is collected solely to support our operations, further our educational and charitable mission, and improve the user experience.

### **2. Memberships, Donations, Orders, and Registrations**

We request information from users through membership applications, donation forms, event registrations, educational program registrations, and product or ticket order forms. Users may be asked to provide contact information such as name, mailing address, email address, and payment information. This information is used to process transactions, fulfill orders, acknowledge donations, manage memberships, provide receipts or confirmations, and communicate regarding our programs or events. If we experience difficulty processing a transaction, we may use the contact information provided to reach the user.

### **3. Opt-Out Choices and Communications**

Users are given the opportunity to opt out of having their information used for purposes not directly related to us at the time the information is collected. This may include opting out of newsletters, fundraising communications, or other informational emails. Users may also opt out of non-essential communications at any time by contacting us directly.

#### **4. Surveys, Contests, and Educational Programs**

From time to time, we may request information from users through surveys, contests, raffles, or similar activities. Participation is entirely voluntary, and users may choose whether to disclose any information. Information requested may include contact information, such as name or mailing address, and limited demographic information, such as zip code or age range. Contact information is used to notify winners or distribute prizes, if applicable. Survey information is used in the aggregate to evaluate programs, improve website usability, and enhance visitor satisfaction.

#### **5. Cookies and Similar Technologies**

A cookie is a small data file stored on a user's device that helps websites remember user preferences and interactions. We use cookies and similar technologies to operate and improve our website, including to enable core functionality, remember user preferences, and analyze website usage. Cookies may collect information such as device identifiers, browser type, and interaction data. We use both session cookies (which expire when you close your browser) and persistent cookies (which remain until deleted or expire). Some cookies are necessary for the website to function properly, while others help us understand how the website is used. Users may control or disable cookies through their browser settings or, where available, through on-site cookie preference tools. Disabling certain cookies may affect website functionality.

#### **6. Log Files and Automatically Collected Information**

Like many websites, we use log files that automatically collect certain information when users visit the website. This information may include IP address, browser type, operating system, referring URLs, date and time of access, and pages viewed. This information is used to operate, maintain, and improve the website; analyze usage trends; and monitor performance and security. This information may be treated as personal information under applicable law and may be combined with other information we collect, consistent with this Privacy Policy.

#### **7. How Information Is Shared**

We do not sell personal information. We may share personal information with third-party service providers that perform services on our behalf, such as website hosting, payment processing, email communications, and event management. These service providers are authorized to use personal information only as necessary to provide services to us and are contractually required to protect it. We may also disclose information if required by law or in connection with a legal process, or to protect our rights, property, or safety, or that of others. In the event of a merger, reorganization, or asset transfer, personal information may be transferred as part of that transaction, subject to applicable privacy obligations.

## **8. Third-Party Links**

Our website may contain links to third-party websites or resources. We are not responsible for the privacy practices or content of those websites. Users are encouraged to review the privacy policies of any third-party sites they visit. This Privacy Policy applies solely to information collected through our website.

## **9. Data Security**

We take reasonable administrative, technical, and physical safeguards to protect personal information against unauthorized access, disclosure, alteration or destruction. While we strive to safeguard user information, no method of transmission over the internet or electronic storage is completely secure, and we cannot guarantee absolute security.

## **10. Data Retention**

We generally retain personal information only for as long as necessary to fulfill the purposes for which it was collected, including maintaining donor and membership records, complying with legal and accounting obligations, and supporting our operations. Retention periods are determined based on the nature of the information and applicable legal requirements. When information is no longer required, it is securely deleted or anonymized.

## **11. Children's Privacy**

We do not knowingly collect personal information from children under the age of 13 through its website without parental consent. If a parent or guardian becomes aware that a child has provided personal information to us, they may contact us, and we will take appropriate steps to remove such information.

## **12. Changes to This Privacy Policy**

If we make changes to this Privacy Policy, we will post the updated policy on this page so users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. Continued use of the website after changes are posted constitutes acceptance of the revised policy.

## **13. Contact Information**

If you have questions about this Privacy Policy or our privacy practices, please contact us at:

**Sauder Village**

**Email:**

**Phone:**

**Mailing Address:**