



making headway foundation

MAKING HEADWAY FOUNDATION PRIVACY POLICY

At the Making Headway Foundation, we take your privacy seriously. Please read the following Privacy Policy (the “Privacy Policy”) in order to learn more about our policies, practices, and procedures regarding our Website, including the Personally Identifying Information that we may collect from you, and the uses that we may make of your information. This Privacy Policy applies to www.makingheadway.com (hereinafter, the “Website”), which is owned and operated by Making Headway Foundation and its affiliates (“Making Headway,” “we,” or “us”). Please note that this Privacy Policy applies only to our online information-gathering and dissemination practices, and does not apply to any of our practices conducted offline. By using the Website, you indicate that you agree to be bound by the terms of this Privacy Policy. If you do not agree to the terms of this Privacy Policy, please refrain from accessing, or providing any personal information through, the Website. If you have any questions regarding this Privacy Policy, please contact us by [clicking here](#).

SUMMARY

The notifications provided by this Privacy Policy include:

- what Personally Identifying Information we collect from you through our Website
- how the information is used
- with whom the information may be shared
- what choices are available to you regarding collection, use and distribution of the information
- the kind of procedures we employ in an effort to hinder the unauthorized access, use or disclosure of information you provide to us
- information related to third-party websites
- how you can learn about changes to our privacy policies, practices and procedures

THE INFORMATION WE COLLECT

Personal Information You Provide: The Website allows you to send your name, email address, postal address, phone number, credit card billing information, and other personal information of your choice (“Personally Identifying Information”) to Making Headway on a voluntary basis, as more particularly described below. Please do not send sensitive or confidential information to us directly through the Website.

Donations: If you make a donation to Making Headway through the Website, we will ask you to provide certain Personally Identifying Information in order to process your donation. As your

credit card billing information is collected and transferred over the Internet to our secure server, it is encrypted using Secure Socket Layer (SSL) technology, a security technology that is intended to protect sensitive information. The credit card billing information that you provide at the time of donation is used only to process your donation and will not be stored or used for any other purpose.

Contact Us: If you contact us through the contact form on the Website, we will ask that you provide your first and last name, and email address, and you will have the option to provide additional Personally Identifying Information.

Mailing Lists: If you sign up to join one of our mailing lists, we will ask you to create a profile and provide your email address and your first and last name. You will have the option to provide additional Personally Identifying Information when you create your profile. You may update your profile or unsubscribe from the mailing list at any time, by using the link provided in your confirmation email, or in any subsequent email you receive from us.

Blogs: We provide the ability for you to comment on our blogs. In order to leave a comment on one of our blogs, you will be required to provide your name and email address, and you will have the option to provide additional Personally Identifying Information.

Non-Personal Information We Collect by Automated Means: Additionally, we automatically log certain non-personally identifying information through third-party providers, which we use to help analyze how users use the Website. These third-party providers may employ cookies, web beacons, or other online tools to collect aggregate and anonymized standard Internet log information and visitor behavior information. The information logged may include the IP address of your computer, your browser type and operating system, type of mobile device used to access the website (if applicable), entry and exit points for our Website (referring URLs or domains), your location by country, site traffic statistics, and page views. This aggregate information generally will not be associated with any Personally Identifying Information that you provide, or be used to personally identify you, or correlated to you individually for external purposes. This information may be used to evaluate visitors' use of the Website, to compile aggregate statistical reports on Website activity for Making Headway, and to provide other services relating to Website activity and internet usage, which we may use to improve our Website. Our third-party providers may retain aggregate, anonymized data gathered from the Website.

WHAT WE DO WITH YOUR INFORMATION:

We use the Personally Identifying Information that you provide to us in order to respond to queries and requests for information submitted through the Website, including requests to subscribe to our mailing list, to validate comments submitted to our blog, and to process donations made through the Website. We may maintain records of Personally Identifying Information you provide to us, and we may use your information to contact you, if necessary. If you provide us with your email address, or subscribe to our mailing list, we may from time to

time send you emails or other communications that we believe may be of interest to you. If you make a donation through the Website, your information be added to one or more of our donor lists and databases, and you will be contacted about Making Headway activities, news, and/or fundraising campaigns. You may at any time “opt-out” from receiving future communications from Making Headway by using the “unsubscribe” link provided in every email communication, or by sending an email to info [at] makingheadway [dot] org.

The Personally Identifying Information we collect when you contact us, make a donation, comment on our blog or sign up to receive our newsletter may be disclosed to and retained by third-party service providers who provide tools and services that enable us to send newsletters and information about Making Headway’s activities and fundraising campaigns which we believe will be of interest to you, and to provide other services which may improve our Website or enhance the user experience.

Except as set forth in this Privacy Policy, we will not disclose your Personally Identifying Information to third-parties. However, we reserve the right to disclose Personally Identifying Information that you provide to us - and any non-personal information that is automatically collected by automated means when you use the Website - to our employees, contractors, agents, designees or others in order to enable them to respond to your queries, to process online donations on our behalf, or to provide services related to your use of the Website, such as Website or server maintenance. Additionally, we reserve the right to disclose your Personally Identifying Information where we believe we are required to do so for any of the following reasons: (i) to comply with a subpoena, legal process, or government request; (ii) to comply with a legal obligation; (iii) to prevent, investigate, or prosecute any attack on the Website or on the Making Headway network; and/or to protect the rights or property of Making Headway, visitors to the Website, or the public. In the event that Making Headway merges with another nonprofit, we reserve the right to disclose any information to the successor nonprofit.

CHILDREN’S PRIVACY: We do not knowingly collect, use, or disclose Personally Identifying Information about Website visitors under 13 years of age. If you are the parent or guardian of a child under 13 years of age and believe that they have disclosed Personally Identifying Information to us, please contact us at info [at] makingheadway [dot] org so that we may delete your child’s information.

THIRD PARTY WEBSITES: We may provide links to third-party websites as a service to you. Please be aware that we cannot control and are not responsible for the information collection, use, and disclosure practices of such websites. We encourage you to review and understand the privacy practices and policies, if any, of these websites before providing any Personally Identifying Information to them, and understand that should you choose to transmit such information to a third-party website, you do so at your own risk.

SECURITY OF INFORMATION SUBMITTED: Please remember that any use of the Internet and computers includes inherent risks. Thus, while we have established and maintain what we believe to be reasonable procedures to protect the confidentiality, security, and integrity of

Personally Identifying Information obtained through the Website,, we cannot ensure or warrant the security of any information you transmit to us. Therefore, you understand, acknowledge, and agree that you transmit Personal Identifying Information over this Website at your own risk.

CHANGES TO OUR PRIVACY POLICY: We reserve the right to revise this Privacy Policy at any time by updating this posting. Please check back regularly and to see if there have been any changes to this Privacy Policy, which you can determine by reviewing the Effective Date listed below. By continuing to use the Website after those changes become effective, you agree to be bound by the revised Privacy Policy.

NOTICE TO CALIFORNIA RESIDENTS: California Civil Code Section 1798.83 permits website users who are California residents to request and obtain from us once a year, free of charge, information about the personal information (if any) we disclosed to third parties for direct marketing purposes in the preceding calendar year. If applicable, this information would include a list of the categories of personal information that was shared and the names and addresses of all third parties with which we shared information in the immediately preceding calendar year. If you are a California resident and would like to request this information, please send an email to info [at] makingheadway [dot] org, or write to us at:

Making Headway Foundation, Inc.
Att: Office Administrator
115 King Street
Chappaqua, NY 10514-3460

EFFECTIVE DATE: This Privacy Policy is effective as of August 23, 2013.