

Privacy Notice

Effective Date: August 1, 2016

This privacy notice discloses the privacy practices for **League of NH Arts & Crafts, Hanover Branch, Inc (CraftStudies)** and our websites: <http://www.hanoverleague.org>, <http://www.craftstudies.org>, <http://hanover.nhcrafts.org> and <https://www.campusce.net/craftstudies>. This privacy notice applies solely to information collected by this website, except where stated otherwise. It will notify you of the following:

- What information we collect;
- With whom it is shared;
- How it can be corrected;
- How it is secured;
- How policy changes will be communicated; and
- How to address concerns over misuse of personal data.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email, class registration, or by completing the “join our newsletter list” form, or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you regarding the reason you contacted us. We will not share your information with any third party outside of our organization. We do use a third party emailing company, such as MailChimp, or Vertical Response for marketing emails. Your contact information on their site is limited to our use only.

Unless you ask us not to, we may contact you via email in the future to tell you about upcoming classes or events, changes to schedule, or changes to this privacy policy.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number provided 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.

Registration

In order to register for a class, you must first complete the registration form. During registration you are required to give certain information (such as name, address, email address). This information is used to contact you about the classes, events, etc. on our site in which you have expressed interest. You are required to give some demographic information such as birthday and gender. This information is used when we write grants, apply for loans, or answer questions about the demographic (age and sex) of our students. In these circumstances no names are associated with age and sex.

If paying with a credit card, the card number, expiration date, cvv (code on the back of card) information is input into a third party card processor website (PayPal or FirstData). The information is not collected or stored on CraftStudies', CampusCE's, or card processor's (PayPal or FirstData) site. This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we'll use this information to contact you.

Sharing

We share aggregated demographic information with grantees and select organizations that may use the information towards supporting the arts. This is not linked to any personal information that can identify any individual person.

Security

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

CraftStudies does not collect credit card information online at all. When paying for a class or making a donation online, the payment is processed by a third party processor (PayPal, FirstData) and only a confirmation number, or a decline notice if the card cannot be processed, is emailed to CraftStudies and sent digitally to our online registration company, CampusCE. 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.

We also protect your information offline. Only employees who need the information to perform a specific job (e.g. billing or customer service) are granted access to personally identifiable information. All data is stored on secure websites hosted by a third party, CampusCE. This information can only be accessed by CraftStudies' staff, and then, only those with user names and passwords (administrative personnel).

Cookies

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance their experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

Some of our business partners may use cookies on our site (e.g., advertisers). However, we have no access to or control over these cookies.

Links

This website may contain links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Notification of Changes

When any changes are made to this privacy notice we will email you regarding what changes have been made and how they impact you.

Other Provisions as Required by Law

Numerous other provisions and/or practices may be required as a result of laws, international treaties, or industry practices. It is up to you to determine what additional practices must be followed and/or what additional disclosures are required. Please take special notice of the California Online Privacy Protection Act (CalOPPA), which is frequently amended and now includes a disclosure requirement for “Do Not Track” signals.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 603 643 5384 or via email at craftstudies@craftstudies.org.