

# THE COTTAGE PRIVACY POLICY

| Effective date: 1/7/2022

## I. INTRODUCTION

The Cottage, Sexual Assault Center and Children’s Advocacy Center (“the Cottage,” “we,” “our,” or “us”) respect your privacy and are committed to protecting it through our compliance with this Privacy Policy (“Privacy Policy”).

This Privacy Policy explains how the Cottage collects, uses, maintains, protects and discloses information that is shared with us and collected through the use of this website [www.northgeorgiacottage.org](http://www.northgeorgiacottage.org) (the “Site”). This Privacy Policy applies not only to visitors to our Site, but also to employees and interns, prospective employees and interns, our donors, volunteers, and other partners.

Except as set forth herein, this Privacy Policy does not apply to information collected by us offline or through any other means, or by any third party, including through any content that may link to or be accessible from or on the Site. This Privacy Policy does not apply to any website operated by third parties.

Please read this Privacy Policy carefully. If any term in this policy is unacceptable to you, please do not use the Site or provide any Personal Information to the Cottage. By accessing or using the Site, you signify your acknowledgment of this Privacy Policy. This Privacy Policy may change from time to time (see “Revisions to Our Privacy Policy” below) and your use of the Site after we make changes is deemed to be acceptance of those changes, so please check this policy periodically for updates.

## II. INFORMATION WE COLLECT ABOUT YOU AND HOW WE COLLECT IT

For the purposes of this Privacy Policy, “Personal Information” means any information that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer, household or device. Personal Information does not include anonymous or non-personal information (i.e., information that cannot be associated with or tracked back to a specific consumer, household or device).

We collect and maintain different types of Personal Information from and about users of our Site, including:

- Contact and identification information, such as name, physical address, e-mail address, telephone number, geographic location, IP address, or any other information collected on the Site that is defined as Personal Information under applicable law;
- Information you voluntarily provide when you interact with the Site, such as through your communications with us when you contact us through the Site; and/or
- Device information, such as your internet connection, the equipment you use to access our Site and usage details.

We collect this information directly from you when you provide it to us or automatically as you navigate through the Site.

### **Information You Submit to Our Site**

The Cottage collects Personal Information from you on our Site when you voluntarily submit such information to us. This information may include your name, home address, email address, telephone number, date of birth, demographic information, and other information that we may need in connection with the Cottage events, services, and opportunities, including but not limited to employment and/or volunteer opportunities.

The information we collect on or through our Site may include:

- Personal Information that you provide on our Site. This includes information provided when you sign up for an opportunity, fill out an application, make a donation, provide feedback on our Site, and when we process or respond to your inquiries related to requests or your application.
- Your responses to questions that we might ask you to complete for application purposes.
- Your search queries on the Site.
- When you make a payment, donation, or initiate other financial transactions on our Site, we may collect your Personal Information to process the transaction. Your Personal Information may be encrypted and transmitted to our payment processing vendor(s) during this process.

### **Information We Collect About You Automatically**

As you navigate through and interact with our Site, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- Details of your visits to our Site, including traffic data, location data, logs, language, date and time of access, frequency, and other communication data and the resources that you access and use on the Site.
- Information about your computer and internet connection, including your IP address, operating system, host domain, and browser type.
- Details of referring websites (URL). We also may use these technologies to collect information about your online activities over time and across third-party websites or other online services (behavioral tracking).

The information we collect automatically is statistical data and may include Personal Information. We may also maintain it or associate it with Personal Information you provide to us or that we collect in other ways or receive from third parties. It helps us to improve our Site by enabling us to, among other things, estimate our audience size and usage patterns.

The technologies we use for this automatic data collection may include:

- **Cookies (or browser cookies).** A cookie is a small file placed on the hard drive of your computer. Our Site may use two types of cookies: single-session (temporary) and multi-session (persistent). Temporary cookies last only as long as your web browser is open, and are used for technical purposes such as enabling better navigation through our Site. Once you close your browser, the cookie disappears. Persistent cookies are stored on your computer for longer periods and are used for purposes including tracking the number of unique visitors to our Site and information such as the number of views a page gets, how much time a user spends on a page, and other pertinent web statistics. Cookies, by themselves, will not be used by the Cottage to disclose your individual identity. This information identifies your browser, but not you, to our servers when you visit the Site. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting you may be unable to access certain parts of our Site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Site.
- **Web Beacons.** Pages of our Site and our e-mails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit us, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity). Through pixel tags, we may obtain non-Personal Information or aggregate information that can be used to enhance your online experience and understand traffic patterns.
- **Website Analytics.** We use third-party web analytics services on the Site such as Google Analytics. These service providers help us analyze how visitors use the Site. The information obtained for this purpose (including your IP address and other information collected by automated means) may be disclosed to or collected directly by these service providers. To provide this service, Google Analytics may collect certain information about you from your computer, including through the use of cookies. Such information may include information regarding your visit (such as the pages you visit and the length of your visit), information about your device (such as your IP address), how you got to the Website, and other information about you. You can learn more about Google Analytics and how it collects and processes data (including how to control the information sent to Google) by visiting: [www.google.com/policies/privacy/partners/](http://www.google.com/policies/privacy/partners/). You can opt-out of Google Analytics by using the Google Analytics opt-out browser add-on, available [here](#).

### **Information We Receive From Other Sources**

We may sometimes work with third parties (including, for example, third-party intermediaries with whom we partner to provide you with services such as analytics providers). You may link to or access our Site using other third-party websites. Use of such third-party websites is subject to the terms of use and privacy policies of those third parties. **THE COTTAGE DOES NOT CONTROL THE USE OF THIS TECHNOLOGY OR THE RESULTING INFORMATION AND IS NOT RESPONSIBLE FOR ANY ACTIONS OR POLICIES OF SUCH THIRD PARTIES.**

### **III. HOW WE USE AND DISCLOSE YOUR INFORMATION**

We may use or disclose information collected about you, including Personal Information, in the following ways:

- To complete any application or other transactions you request online such as enrolling in programs, payment processing, signing up for events, processing donations, determining eligibility for volunteer opportunities, services, or employment, or any other action you request online.
- To operate the Site and to improve our Site and services, which may include communicating with you.
- To service providers that assist us in the maintenance, improvement, and optimization of the Site.
- To ensure that content from our Site is presented in the most effective manner for you and for your computer or mobile phone and as part of our efforts to keep our Site safe and secure.
- To measure or understand the effectiveness of communications we serve to you and others, and to deliver relevant communications to you and to provide you with communications from the Cottage, newsletters, and other information.
- To facilitate your registrations for events, volunteering opportunities, or other activities or programs.
- To process your donations to the Cottage.
- To send you information about the Cottage services, events, and programs, or to send you information we think may interest you related to our partners' services, events, and programs.
- To answer your inquiries about our Site, organization, and other services or activities.
- To notify you about changes to our Site.
- For any purpose where you have given your consent (where legally required).
- To comply with applicable federal and state law.

We may disclose aggregated, anonymized information about our users, and information that does not identify any individual, without restriction. The Cottage does not sell, rent, or otherwise provide your information to third parties for profit.

You agree that we have the right to disclose Personal Information that we collect or you provide as described in this Privacy Policy:

- To anyone you have authorized disclosure of information in this Privacy Policy or any other consent or policy, including one presented to you by a third party.
- To provide access to the Cottage's services.
- To service providers that assist us in the maintenance, improvement and optimization of our Site.
- To fulfill the purpose for which you provide it. For example, if you sign up for certain services or provide information for a certain purpose, we may share your information in order to provide those services and fulfill that purpose.

- For any other purpose disclosed by us when you provide the information or with your consent.
- If we are under a duty to disclose or share your Personal Information in order to comply with applicable law.

#### **IV. CHOICES ABOUT HOW WE USE AND DISCLOSE YOUR INFORMATION**

We have created mechanisms to provide you with control over your information:

- **Tracking Technologies and Advertising.** You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. If you disable or refuse cookies, please note that some parts of this Site may then be inaccessible or may not function properly.
- **Do Not Track.** We do not currently respond to “do not track” signals as we do not track our users across third-party websites.
- **Email Communications.** If you receive direct marketing communications from us, you may opt-out by clicking the link in the relevant communication, completing the forms provided to you (where relevant), or by emailing [info@northgeorgiacottage.org](mailto:info@northgeorgiacottage.org).

#### **V. DATA SECURITY**

We have implemented measures designed to secure your Personal Information from accidental loss and from unauthorized access, use, alteration, and disclosure. We follow generally accepted industry standards to protect Personal Information that is submitted to us, both during its transmission and once we receive it.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your Personal Information, we cannot guarantee the security of your data transmitted to the Site; any transmission is at your own risk.

#### **VI. THIRD-PARTY SITES**

Our Site may contain links or references to other websites outside of our control. Please be aware that this Privacy Policy does not apply to these websites. The Cottage encourages you to read the privacy statements and terms and conditions of linked or referenced websites you enter. These third-party websites may send their own cookies and other tracking devices to you, log your IP address, and otherwise collect data or solicit Personal Information. **THE COTTAGE DOES NOT CONTROL AND IS NOT RESPONSIBLE FOR WHAT THIRD PARTIES DO IN CONNECTION WITH THEIR WEBSITE, OR HOW THEY HANDLE YOUR PERSONAL INFORMATION. PLEASE EXERCISE CAUTION AND CONSULT THE PRIVACY POLICIES POSTED ON EACH THIRD-PARTY WEBSITE FOR FURTHER INFORMATION.**

## **VII. CHILDREN UNDER THE AGE OF 13**

The Site are not intended for children under 13 years of age, and the Cottage does not knowingly collect or use any Personal Information from children under the age of 13 via any of its Site. If you believe that the Site have collected Personal Information from a child under the age of 13, please contact us at [info@northgeorgiacottage.org](mailto:info@northgeorgiacottage.org).

## **VIII. REVISIONS TO OUR PRIVACY POLICY**

We reserve the right to change this Privacy Policy at any time. It is our policy to post any material changes we make to our Privacy Policy on this page. The date this Privacy Policy was last revised is identified at the top of the page. You are responsible for periodically monitoring and reviewing any updates to the Privacy Policy. Your continued use of our Site after such amendments will be deemed your acknowledgement of these changes to this Privacy Policy.

## **IX. CONTACT INFORMATION**

If you have any questions about this Privacy Policy, please contact the [info@northgeorgiacottage.org](mailto:info@northgeorgiacottage.org).