

# Twin Cities Maker Privacy Policy

## Information Collection, Use, and Sharing

Twin Cities Maker (TCMaker) are the sole owners of the information collected by the organization. We only have access to/collect information that you voluntarily give us via email 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, other than as necessary to fulfill your request, e.g., to process a credit card payment.

Unless you ask us not to, we may contact you via email in the future to tell you about special events, upcoming meetings as required by Minnesota state law, 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

## Sharing

We may share aggregated demographic information for the purposes of grants, service applications, and other like purposes. This information will never be linked to any personal information that can identify any individual person.

We use outside credit card processing companies to bill members for goods and services. These companies do not retain, share, store or use personally identifiable information for any secondary purposes beyond filling your order.

## Security

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

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted in a secure way. Our systems do not store credit card data.

We also protect your information offline. Only volunteers who need the information to perform a specific job (e.g. billing or member service) are granted access to personally identifiable information. The computers/servers on which we store personally identifiable information are kept in a secure environment.

## Links

This web site contains 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.

## Surveys

From time-to-time TCMaker may request information via surveys. Participation in these surveys is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and address), and demographic information (such as zip

code, age level). Survey information will be used solely by TCMaker, for purposes of monitoring or improving the use of Twin Cities Maker's facilities and the satisfaction of its members.

#### **Notification of Changes**

Whenever material changes are made to the privacy notice specify how you will notify consumers.

#### **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 email at [it@tcmaker.org](mailto:it@tcmaker.org).**