



## Writing Through Privacy Policy

Writing Through respects your privacy and is committed to protecting your personal data. This Privacy Policy will tell you about how we look after your personal data, your privacy rights and how the law protects you. This Privacy Policy gives you information on how we collect and process your personal data through your use of our website and in other interactions with us that are set out further below. It's important that you read this Privacy Policy together with any additional privacy notice we give on specific occasions so that you are fully aware of how and why we are using your data.

### 1. Who We Are

Writing Through is a US registered 501(c)3 charity

Registration #47-2750347

### 2. What Personal Data We Collect and Why

Writing Through uses a Contact Form to collect information needed to be in contact with interested parties. Our Contact Form can be found here:

<https://writingthrough.org/help/#getinvolved>

This contact form captures your name, email address, as well as the subject and body of your message. This information will be immediately sent to [info@writingthrough.org](mailto:info@writingthrough.org) and we keep your details on record, unless requested otherwise. We do not use the information submitted for marketing purposes. When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

There are other ways we may collect personal data about you. These are listed below.

- (a) you may give us identity, contact, transaction or marketing and communications information in forms that you complete (or in correspondence with us) when you:
  - (i) donate to us;
  - (iii) attend an event;
  - (iv) make a gift aid declaration; or
  - (v) subscribe to our newsletter.
- (b) you may give us identity, contact, financial and special category information in forms that you complete when you volunteer or work for us.

54 Blueberry Ridge Lane, Chilmark, MA 02535 US, EIN: 47-2750346

[www.writingthrough.org](http://www.writingthrough.org) Email: [info@writingthrough.org](mailto:info@writingthrough.org)

### 3. Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser. When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

### 4. Who we share your data with

Through interactions with our website, we may automatically collect statistical and technical data about your equipment, browsing actions and patterns. This can be done through various third parties and public sources such as:

- (i) analytics providers (like Google);
- (ii) identity, contact, financial, transaction and marketing and communications information from social media platforms (like when you donate through our Facebook page);
- (iii) identity, contact, financial, transaction and marketing and communications from providers of payment services (like when you make a donation online through Aplos, GoFundMe or Stripe).

Payment processors:

We use Stripe to process customer payments, and we share information that our customer provides such as name, billing address, shipping address, and email address in order to fulfill our customers order and receive electronic payment. Learn more about Stripe's here: <https://stripe.com/us/privacy/>

Third party service providers:

We host our website on OPTe.NETWORK and they collect information about visitors to our website in a few different ways. They collect certain information that our visitors provide to our site, they collect some information automatically, and they collect any information that we provide to them about our visitors. For example when a visitor leaves a comment on our site, they collect that comment automatically, and other information that the visitor provides along with the comment, such as the visitor's name and email address. See OPTe's privacy policy for more information here:

<https://opte.world/privacy-policy/>

### 5. How long will you use my personal data for?

We will only hold your personal data for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider:

- (a) the amount, nature, and sensitivity of the personal data;
- (b) the potential risk of harm from unauthorized use or disclosure of your personal data; and
- (c) why we process your personal data.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes. In these cases we may use this information indefinitely without further notice to you.

## **6. What rights you have over your data**

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

## **7. What we might need from you**

We may need to request specific information from you to help us confirm your identity to make sure your personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response. We try to respond to all legitimate requests within a month. It may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case we will let you know and keep you updated.

## **8. Where we send your data**

We may have to share your personal data with external third parties like our service providers, professional advisors or regulators and other authorities. We require all third parties to respect the security of your personal data and to treat it in accordance with the law.

## **9. International Transfers**

We will only transfer your personal data to countries that provide an adequate level of protection for personal data as decided by the US and the European Commission.

## **10. Data Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees or other third parties who have a need to know for operational reasons. They will only process your personal data on our instructions and will be under a duty of confidentiality. Visitor comments may be checked through an automated spam detection service.

## **11. Our contact information**

For privacy-specific concerns, please contact

[info@writingthrough.org](mailto:info@writingthrough.org) .