

# Privacy and Security Policy

The South Suburban Special Recreation Association (“SSSRA”) is committed to maintaining a user’s online privacy in compliance with all laws. This Privacy and Security Policy outlines the types of information SSSRA gathers when users visit SSSRA’s website, as well as some of the steps we take to safeguard it.

## Collection and Use of Information Generally

- SSSRA does not collect personal information about you when you visit SSSRA’s website unless you choose to provide that information to SSSRA.
- SSSRA collects limited non-personally identifying information your browser makes available automatically whenever you visit a website. This information includes the Internet address of your computer or network, the date, time and page you visited on the SSSRA site, your browser and operating system, and the referring page (the last webpage you visited before clicking on a link to our site).
- SSSRA uses the aggregated information from all of visitors to measure server performance, analyze user traffic patterns and improve the content of the SSSRA site.
- SSSRA sometimes tracks the keywords that are entered into a search engine to measure interest in specific topics, but SSSRA does not track which terms a particular user enters.
- SSSRA does not sell or rent or otherwise distribute user information, including electronic mail addresses, to any outside company or organization, unless legally required to do so or with user consent. This applies to information that may be collected on SSSRA’s website and on that of any third party with whom SSSRA contracts to provide Internet related services.
- Information provided for an online transaction is used only for the purpose of completing and recording the transaction.
- SSSRA contracts with some third parties to provide Internet related services. Personal Information may be disclosed to such third-party service providers when required in order to ensure the accurate operation, protection, security and maintenance of the services provided to users. Information requested will be no more specific than if a visitor were engaging in the transaction by other means, including by telephone or in-person while visiting a SSSRA facility.
- In all cases, SSSRA strives to collect the minimum information necessary in compliance with applicable law.

## Online Registration and Payment

Online program registration and payment is performed only under tightly controlled circumstances, where there are appropriate technological and other safeguards in place to protect financial and other sensitive data. As part of program registration, you will be asked for some personal information in order to create an account, and that information will be used to provide the service. Online registration and payments are made via a secured link, using an industry standard technology to protect confidential information, SSL (Secured Socket Layer), an advanced encryption technology that makes personal information unreadable as it travels over the Internet. SSSRA will take all reasonable precautions to safeguard the confidentiality of such information, but may NOT be held liable for any injury caused by the disclosure of that information,

whether caused by security breach, accident, inadvertence, or any other act resulting in disclosure.

## **Cookies**

SSSRA uses cookies when providing online services such as online payments. SSSRA uses cookies to improve the quality of our services and not to track any personal information. The use of cookies is a standard practice among Internet websites, and most Internet web browsers can be customized to reject cookies, to accept or reject cookies only by user intervention, or to delete cookies. However, some features may not function properly without cookies.

## **E-Mail Addresses**

When you provide your e-mail address to SSSRA, it is stored with your personal information. With your permission, we may notify you of special events, programs and information that may be of interest to you through our Constant Contact account. To unsubscribe from this service, simply click the unsubscribe link at the bottom of the e-mail. Your e-mail will not be provided to anyone outside our organization.

## **Children's Online Policy**

SSSRA is committed to the preservation of online privacy for all of its website visitors, including children. Consistent with the Children's Online Privacy Protection Act, we will not knowingly collect any personally identifiable information from children under the age of 13. If you are using our website to register for SSSRA programs, you are representing that you are an adult. If you are under the age of 13, you must ask your parent or guardian to assist you in using this site.

## **Site Security**

SSSRA monitors network traffic to identify unauthorized attempts to upload or change information or to otherwise cause damage to the site. Anyone using this website expressly consents to such monitoring. SSSRA takes appropriate security measures to protect unauthorized access, alteration or destruction of data. These measures are designed and intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, and to provide reasonable protection of private information in our possession.

## **Links**

SSSRA uses link and search capabilities to navigate publicly available information from dozens of agencies that are not part of the SSSRA website and over whom SSSRA exercises no control. The privacy policies and procedures described here do not necessarily apply to those sites. We

suggest contacting those sites directly for information on their data collection and distribution policies.

## **Changes to Privacy and Security Policy**

This Privacy and Security Policy was posted on October 22, 2020. SSSRA reserves the right to change, modify or amend this policy at any time. If we make any significant change to this policy, we will post the change on [www.sssra.org](http://www.sssra.org).

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