

## **WEBSITE PRIVACY POLICY**

This website is the property of **Girls on the Run** of Greater Houston, an Independent Council of Girls on the Run International, Inc. of Charlotte, NC. (“Girls on the Run”)

Please direct any comments or questions to our office at:

Girls on the Run Greater Houston

14359 Kellywood Lane

Houston, TX 77079

We can be reached by telephone at [832-628-4480](tel:832-628-4480), or by email at [MaryT@gotrgreaterhouston.org](mailto:MaryT@gotrgreaterhouston.org).

### **GIRLS ON THE RUN PRIVACY PLEDGE**

At Girls on the Run we are keenly aware of the trust you place in us, and our responsibility to protect the privacy of the girls and families we serve, as well as our many volunteers, sponsors, and donors. As part of this responsibility, we let you know what information we collect on our website, how we collect it, and how we use this information to improve and sustain our program.

### **INFORMATION WE COLLECT**

For each visitor to our website, our web server does not recognize information regarding the email address -- just country of origin and web browser used.

We collect information about our program participants and their families via our online program registration website. During program registration we collect names, postal and email addresses, demographic information about families and participants, emergency contact information, participants’ health histories, and other information you voluntarily submit to us.

We collect personal information of visitors who submit their information via our online forms (e.g., Volunteer Coach Application and New Site Application) as part of our volunteer placement and new site processes. We also collect your personal information when you generously choose to donate to Girls on the Run via our Donate page.

## **INFORMATION THIRD-PARTIES COLLECT ON OUR BEHALF**

We use a third-party service provider to manage our registrations, to operate our online shop in order to make GOTR merchandise available to you, and to collect donations you generously make to GOTR. This third-party service provider may collect your bank or credit card information if you submit a payment, but that information is not passed on to GOTR. This third party conforms to information security industry standards for online sales.

We also use a third-party service provider to collect information needed to conduct background checks on our volunteers (e.g., date of birth and social security number). This third-party service provider is the only location where your social security number is held.

## **COMMUNICATIONS**

**Email:** We maintain an internal email list of all persons who have requested information, enrolled in our programs, volunteered, or made an online payment or donation. We may use this list to send occasional updates and announcements about our program or emails of a marketing nature, such as annual giving campaigns. If you do not wish to receive email, you may opt out at any time. Email requests may be sent to [MaryT@gotrgreaterhouston.org](mailto:MaryT@gotrgreaterhouston.org). Requests are processed within 10 business days. Please note that transactional emails may still be sent to you on an as-needed basis.

**Postal Mail:** Persons who submit their postal address with the goal of receiving further information, enrolling in our program, volunteering, or donating may periodically receive postal mail from us. If you do not wish to receive mail, please let us know by sending a request to [MaryT@gotrgreaterhouston.org](mailto:MaryT@gotrgreaterhouston.org). Please include your exact name and address so we can be sure your name is removed from our postal mailing list.

**Phone:** Persons who supply us with their telephone numbers may receive telephone contact from us responding to a request for more information about our program, volunteering, or a transaction (e.g., coaching opportunities, program registration, payment of program fees, requests, documentation for financial assistance). We do not make unsolicited marketing calls.

## **HOW WE SHARE INFORMATION**

**With Other Companies and Organizations:** The personally identifying information we maintain at Girls on the Run is for internal use only, and will not be sold, rented, or exchanged with any third party except when (1) you have consented to share the information; (2) we need to share information in order to provide a product or service requested by you; or (3) we need to share the information with others who work on our behalf to provide a requested product or service to you. These third parties do not have the right to use the personally identifying information that we provide to them beyond what is necessary to assist us.

**With Our Affiliates and Volunteer Coaches:** Personally identifying information of enrolled participants and volunteers is shared with Girls on the Run International for record keeping and quality assurance purposes. Personally identifying information of enrolled participants is shared with our volunteer coaches in the form of team rosters that include the participant's name, emergency contact information, health history and other information directly related to participation in the program.

**As Aggregate Data:** We may aggregate data and share it with third parties, including other councils, sponsors, donors, and community representatives, or with Girls on the Run International, after personally identifiable information has been removed.

**As Required By Law:** At times Girls on the Run may be required by law or litigation to disclose personally identifying information. If we are required to do so by law, or we believe, in good faith, that such a disclosure is necessary to comply with the law, defend our rights or property, or to respond to an emergency situation, we may disclose any information in our possession.

## **HOW WE PROTECT INFORMATION**

Girls on the Run takes precautions to safeguard your personal information against loss, theft and misuse as well as unauthorized access, disclosure, alteration and destruction. We have physical, electronic and managerial procedures in place, as well as document retention policies that safeguard and secure the information we collect from you.

## **COOKIES**

We may use "cookies" to monitor how people use our web site. A cookie is not software and therefore cannot alter your computer or computer files or software in any way. It is simply a piece of information that is stored on your computer's hard drive which records how you have used the Girls on the Run website. If you do not want us to use cookies in your browser, you can alter your browser settings to reject cookies, or to alert you when a website tries to put a cookie on your computer.

## **ACCESS TO YOUR INFORMATION**

If you would like to know what personal information Girls on the Run has collected about you or your daughter, we will be happy to share this information with you. This includes transaction information (e.g., dates on which you made payments, amounts and types of payments, financial assistance, background check reports), communications from our staff (e.g., program-related emails, newsletters), and contact information (e.g., name, address, phone number). Please email [MaryT@gotrgreaterhouston.org](mailto:MaryT@gotrgreaterhouston.org) with a request to review this information.

## **DISCLOSURE**

Information on Girls on the Run, including a list of our staff and members of the Board of Directors can be found on the Guidestar website: [www.guidestar.org](http://www.guidestar.org). Our listing on Guidestar contains financial information including our IRS Form 990, total income for the last available fiscal year, expenses, funding and administrative categories, and ending net assets.

## **IF YOU HAVE PRIVACY CONCERNS**

If you feel that this site is not following its stated Website Privacy Policy, you may contact us at the above addresses or phone number, or state and local chapters of the Better Business Bureau, state and local consumer protection office, or the Federal Trade Commission.

***Updated: November 26, 2013***