



THE TRINITY FORUM



## UPDATED PRIVACY POLICY

*Effective date: 07/01/2017*

This privacy policy describes how The Trinity Forum collects and uses the personal information you provide on our website: [www.ttf.org](http://www.ttf.org). It also describes the choices available to you regarding our use of your personal information and how you can access and update this information.

Visitors to [www.ttf.org](http://www.ttf.org) can browse our website without providing any personal information.

If you have questions regarding our privacy policy or practices, please contact us at 202.944.9881 or via email at [mail@ttf.org](mailto:mail@ttf.org).

### **Collection and Use of Personal Information**

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We may collect the following personal information from you:

- Contact Information such as name, email address, mailing address, phone number
- Billing Information such as credit card number, and billing address
- Unique Identifiers such as user name, account number, password

We may use this information to

- Fulfill your order
- Send you an order confirmation
- Send you requested product or service information
- Send you event invitations
- Respond to customer service requests
- Administer your account
- Send you a newsletter
- Send you marketing communications
- Respond to your questions and concerns
- For other purposes disclosed to you at the time we collect your information, or pursuant to your consent.

## **Choice/Opt-Out**

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You may choose to stop receiving our newsletter emails by following the unsubscribe instructions included in these emails or you can contact us at [mail@ttf.org](mailto:mail@ttf.org).

## **Information Sharing**

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We will share your personal information with third parties only in the ways that are described in this privacy policy. We do not sell your personal information to third parties.

We may provide your personal information to companies that provide services to help us with our business activities such as shipping your order or offering customer service. We may also share registration information of event attendees to a specific event with a partnering organization sponsoring that same event.

## **Links to Other Websites**

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Our Site includes links to other websites whose privacy practices may differ from those of the Trinity Forum. If you submit personal information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any website you visit.

## **Data Retention**

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We will retain your information for as long as your account is active or as needed to provide you services. If you wish to cancel your account or request that we no longer use your information to provide you services contact us at 202.944.9881 or [mail@ttf.org](mailto:mail@ttf.org). We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

## **Security**

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The security of your personal information is important to us. We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, we cannot guarantee its absolute security. If you have any questions about security on our website, you can contact us at [mail@ttf.org](mailto:mail@ttf.org). When you enter sensitive

information (such as a credit card number) on our order forms, we encrypt the transmission of that information using secure socket layer technology (SSL).

## **Transaction Security**

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The personal information collected when you make a contribution or purchase items by credit card is kept for the purposes of tracking your order and providing a receipt of the transaction. This information is stored on an encrypted, secure server managed by a third-party commercial credit card processing institution.

## **Member/Attendee Testimonials**

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We post member/attendee testimonials on our website which may contain personal information. We do obtain the customer's consent via email prior to posting the testimonial to post their name along with their testimonial. If you wish to update or delete your testimonial, you can contact us at [mail@ttf.org](mailto:mail@ttf.org).

## **Correcting, Deleting and Updating Your Personal Information**

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To review and update or delete your personal information, contact us at [mail@ttf.org](mailto:mail@ttf.org). We will respond to your request within seven days.

## **Notification of Privacy Policy Changes**

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We may update this privacy policy to reflect changes to our information practices. If we make any material changes we will notify you by email (sent to the email address specified in your account) or by means of a notice on this site prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

## **Contact Information**

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*The Trinity Forum*

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E: [mail@ttf.org](mailto:mail@ttf.org)