

# Privacy Policy

The Arts Council Northeast values the privacy of our members, customers and visitors. Arts Council Northeast collects information only to help us better serve our members and the nonprofit sector. It is our policy to collect and store only personal information that is knowingly provided to us. We do not share personal information. Arts Council Northeast also collects organizational information for research and member services.

This Privacy Policy explains our practices regarding the collection of information from this website that can personally identify you and/or your organization and the choices you can make about the way your information is collected and used.

## Personal Information Collected

Through Arts Council Northeast's member and research database, Arts Council Northeast collects and stores contact information from individuals as it is knowingly provided to us, including email addresses. Arts Council Northeast does not distribute personal information or email addresses to third parties. We use this information to contact individuals via email and mail with additional resources that might be of interest, including upcoming events and trainings, new publications, or other resources. You may choose at any time not to provide personally identifiable information, although this may restrict our ability to provide requested services or information.

The following are examples of personally identifiable information that you may volunteer to provide and examples of how we use such information.

- **Email Addresses** - Arts Council Northeast collects email addresses from those that create online user accounts, register for events, or subscribe to emails. Arts Council Northeast may use your email address to send you emails from Arts Council Northeast, including informational emails, member updates, or email newsletters. To unsubscribe to any or all of Arts Council Northeast emails, email [info@artscouncilnortheast.org](mailto:info@artscouncilnortheast.org) with your request to unsubscribe. Arts Council Northeast does not distribute email addresses to third parties.
- **Mailing Addresses** - Arts Council Northeast collects mailing addresses of those that register for events or purchase items. Arts Council Northeast may send, via mail, member newsletters, brochures or other promotional items. To opt out of any mailings from Arts Council Northeast, email [info@artscouncilnortheast.org](mailto:info@artscouncilnortheast.org) with your request to opt out. Arts Council Northeast only distributes publically available organizational addresses, and in doing so, does not associate individual names, except main contacts, to third parties.
- **Cookies** - Many websites, including this one, use cookies, pieces of numeric data stored on your computer, so that we can identify when you return to our website. Arts Council Northeast can only "read" cookies that are placed on your computer from our own website. Usage of cookies is not linked to any personally identifiable information. You can select to disable cookies by changing your browser settings. If you choose to disable cookies in your browser, you may be unable to access portions of our website content.

## Organizational Information Collected

Arts Council Northeast occasionally makes mailing lists of nonprofit organizations available to third parties. These lists are limited to executive director names, organization names and postal addresses.

Email addresses, phone and fax numbers are not made available to third parties. Any organization may request their information be omitted from lists provided to third parties by contacting Arts Council Northeast at [info@artscouncilnortheast.org](mailto:info@artscouncilnortheast.org) or at 817-283-3406 and expressing its preference not to have its information shared.

## **Financial Data Security**

Arts Council Northeast does not disclose credit card account information provided by its members and customers. When members and customers choose to pay by credit card, Arts Council Northeast submits this information directly to a secure credit card processor.

## **Third Party Uses**

Arts Council Northeast makes available only organizational information that is already publically available or knowingly provided to Arts Council Northeast, including organizational mailing address website, email address and executive director name.

## **Photographs**

Arts Council Northeast takes photographs during public events and solicits photographs from our members of their work and occasionally selects quality photos for distribution via this website, social media, or other means. Photos are taken in public settings during public events. If you are included in a photograph and would prefer that it not be distributed, please contact Arts Council Northeast at [info@artscouncilnortheast.org](mailto:info@artscouncilnortheast.org) and let us know what photo and where you saw it. We will do our best to remove it from circulation.

## **Choice to Opt Out**

Arts Council Northeast provides all individuals and customers the opportunity to opt out of having your personal information used for certain purposes. If you are a member of Arts Council Northeast, have registered for an event, or no longer wish to receive promotional communications, you may opt out of receiving such communications by emailing [info@artscouncilnortheast.org](mailto:info@artscouncilnortheast.org) and requesting to opt out.

## **Disclaimer**

Throughout this website, Arts Council Northeast links to third-party websites. In the event you choose to access such links, please note that they are not covered by this Privacy Policy. When you follow a link to another website, you are subject to the privacy policy of that website.

## **Contact**

If you have questions or concerns about this privacy policy or in general, please contact Arts Council Northeast at [info@artscouncilnortheast.org](mailto:info@artscouncilnortheast.org).