

# The Frost Place Privacy Policy

The Frost Place respects your privacy. We don't ask you for personal information unless we truly need it. We don't share your personal information with anyone. We don't store personal information on our servers unless required for the on-going operation of one of our services.

We maintain addresses, phone numbers and emails when given to us by you for the purpose of contacting you about opportunities at The Frost Place.

This Privacy Policy describes how your personal information is collected, used, and shared when you visit or engage in commerce at [www.frostplace.org](http://www.frostplace.org).

If you have questions about accessing or correcting your personal data please email us at [frost@frostplace.org](mailto:frost@frostplace.org) and we will direct you to our webmaster.

If you receive an e-blast from us, via MailChimp, you may unsubscribe.

## PERSONAL INFORMATION WE COLLECT

When you visit the Site, we automatically collect certain information about your device, including information about your web browser, IP address, and time zone. Additionally, as you browse the Site, we collect information about the individual web pages or products that you view, what websites or search terms referred you to the Site, and information about how you interact with the Site. We refer to this automatically-collected information as "Device Information."

We collect Device Information using the following technologies:

– "Cookies" are data files that are placed on your device or computer and often include an anonymous unique identifier. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org>.

– "Google Analytics" tracks actions occurring on the Site, and collects data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps.

Additionally, when you make a purchase or attempt to make a purchase through the Site, we collect certain information from you, including your name, billing address, shipping address, payment information (including credit card numbers), email address, and phone number. We refer to this information as "Order Information."

## HOW DO WE USE YOUR PERSONAL INFORMATION?

We use the Order Information that we collect generally to fulfill any orders placed through the Site (including processing your payment information, arranging for shipping, and providing you with invoices and/or order confirmations). Additionally, we use this Order Information to:

- Communicate with you;
- Screen our orders for potential risk or fraud;
- When in line with the preferences you have shared with us, add you to our general email list.

We use the Device Information that we collect to help us screen for potential risk and fraud (in particular, your IP address), and more generally to improve and optimize our Site (for example, by generating analytics about how our customers browse and interact with the Site, and to assess the success of our marketing and advertising campaigns).

We may also use the information freely granted to us through the Directory to look for broad trends and dispositions in traditional and online publishing.

## SHARING YOUR PERSONAL INFORMATION

We share your Personal Information with third parties to help us use your Personal Information, as described above. For example, we use Gomerchant to process purchases—you can read more about how Gomerchant uses your Personal Information here:

<https://www.gomerchant.com/privacy>. We also use Frontstream to process invoices and donations. You can read more about how Frontstream uses your Personal Information here:

<https://www.frontstream.com/privacy-policy/>. We also use Google Analytics to help us understand how our customers use the Site. You can read more about how Google uses your Personal Information here: <https://www.google.com/intl/en/policies/privacy/>. You can also opt-out of Google Analytics here: <https://tools.google.com/dlpage/gaoptout>.

Finally, we may also share your Personal Information to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights.

## DO NOT TRACK

Please note that we do not alter our Site's data collection and use practices when we see a Do Not Track signal from your browser.

## YOUR RIGHTS

If you are a European resident, you have the right to access personal information we hold about you and to ask that your personal information be corrected, updated, or deleted. If you would like to exercise this right, please contact us through the contact information below.

Additionally, if you are a European resident, we note that we are processing your information in order to fulfill contracts we might have with you (for example if you make an order through the Site), or otherwise to pursue our legitimate business interests listed above. Additionally, please note that your information will be transferred outside of Europe, including to Canada and the United States.

#### DATA RETENTION

When you request information through the site, we retain your personal information in order to contact you.

#### CHANGES

We may update this privacy policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

#### CONTACT US

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by e-mail at [frost@frostplace.org](mailto:frost@frostplace.org) or by mail using the details provided below:

The Frost Place

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