

OUR COMMITMENT TO PRIVACY

Houston Achievement Place (HAP) is committed to maintaining your confidence and trust, and accordingly maintains the following privacy policy to protect the personal information you provide online.

INFORMATION COLLECTED

On our website, www.hapkids.org (the “site”), visitors may choose to provide personal information in three primary ways: by registering for a training class, conference, or other professional development event, by registering or submitting fees for an event or associated product such as materials or meals, or by making a donation to HAP.

In conducting transactions on our website, we may ask you to register and/or provide information that personally identifies you (“Personal Information”) for purposes of interacting with the site. Such personal information may include, but is not limited to, your name, phone number, street address and e-mail address.

BASIC CONFIDENTIALITY POLICY

It is HAP’s policy that personal information, such as your name, postal and e-mail addresses and telephone number, is private and confidential. Accordingly, the personal information you provide is stored in a secure location, is accessible only by designated staff, and is used only for the purposes for which you provide the information.

We will not share personal information with third parties outside of HAP except as described in this privacy policy.

We may use your personal information, such as your e-mail address or mailing address, to communicate with you regarding information, events, services or funding opportunities that might interest you or to respond to an inquiry from you regarding the information that we have collected or respond to your comments and suggestions.

SECURITY OF YOUR INFORMATION

All sensitive information (such as your credit card information) provided to HAP is transmitted using Secure Socket Layer (SSL) encryption. SSL is a proven coding system that lets your browser automatically encrypt, or scramble, data before you send it to us. While we strive to protect your information to the fullest extent, we cannot ensure or completely guarantee the security of such information.

When you enter your credit card information into a form field on our website, your credit card information is encrypted and transmitted securely to our third-party credit card processor. Neither HAP nor our third-party processor store your credit card information on a permanent basis; your credit card information is only used for the duration of the transaction.

RELEASE OF INFORMATION TO THIRD PARTIES

We will not rent, sell or trade your information to any third party at any time. In the case of registrations for a training or event, personal information will not be released to third parties except to provide your name to instructors for specific training classes for which you have registered.

We use a third-party credit card processor to process transactions such as donations, event registrations or other purchases on our site. The use of the third-party credit card processor prevents HAP from receiving your actual credit card information. When you conduct a transaction on our website, we may be required to share personal information with that service provider to provide the service. These third-party providers are not permitted to retain or use personal information for any purpose unrelated to providing the service.

We reserve the right to disclose personal information when needed to comply with the law or a legal process or to cooperate with investigations of purported unlawful activities.

NO COMPUTER TRACKING OF IDENTIFIABLE INFORMATION

Our website is not set up to track, collect or distribute personal information about its visitors. It does recognize the home server of visitors, but not email addresses. For example, we can tell which Internet Service Provider our visitors use, but not the names, addresses or other information about our visitors that would allow us to identify particular visitors to our site. This information is used only for internal purposes by HAP staff.

In addition, our website tracks information about the visits to our website. For example, we compile statistics that show the daily number of visitors to our site, the daily requests we receive for particular files on our website and what regions those requests come from. These aggregated statistics are used internally to better provide services to the public and may also be provided to others, but again, the statistics contain no personal information and cannot be used to gather such information.

OUR COMMITMENT TO THE PRIVACY OF CHILDREN

Protecting the privacy of the very young is especially important to HAP. For that reason, we never collect or maintain information on our website from those we actually know who are under age 13.

DONOR PRIVACY

HAP respects the privacy of our donors. We protect your personal information and do not rent, sell or trade our mailing lists. HAP is the sole owner of all information collected in the donation process. Donation information is kept in confidence and is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. Your name and address and other information you provide will be used to deliver services and to keep you informed and up to date on the activities of HAP, including programs, services, special events, funding needs, and opportunities to volunteer or to give. If at any time you wish to be removed from any of our communications simply contact us by phone at 713-868-1943 or email to kchance@hapkids.org

MAILING LISTS

If you indicate on our site that you would like to receive communications from HAP, your personal information such as name and email and/or mailing address will be added to the appropriate HAP database. You may receive communications from us related to information, products, services or funding opportunities that might interest you. You will at all times be able to opt out from receiving these communications, either by specifically opting out of an email communication or by contacting us to delete your information from our database. You may contact us at kchance@hapkids.org or by calling 713-868-1943 or writing to us at 245 West 17th Street, Houston, Texas, 77008.

PROGRAM PARTICIPANTS

HAP is not responsible for the privacy practices or policies of participants in its various programs.

LINKS TO OTHER INTERNET SITES

At certain places on the HAP website site, live links to other Internet addresses can be accessed. Such external Internet addresses contain information created, published, maintained, or otherwise posted by institutions or organizations independent of HAP. HAP does not endorse, approve, certify, or control these external Internet addresses and does not guarantee the accuracy, completeness, usefulness, timeliness, or correct sequencing of information located at such addresses. Use of any information obtained from such addresses is voluntary, and reliance on such information should only be undertaken after an independent review of its accuracy, completeness, usefulness and timeliness. Reference therein to any specific commercial product, process, or service by trade name, trademark, service mark, manufacturer or otherwise does not constitute or imply endorsement, recommendation, or favoring by HAP. HAP shall have no responsibilities or liabilities whatsoever for the content or privacy practices of any such linked site or any link or linking program at any time.

CONTACT

For questions or to opt out of any of our communications, you may email kchance@hapkids.org or call 713-868-1943.