



LEAP Comprehensive Online Privacy Policy.

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This “LEAP Comprehensive Privacy Policy”, (collectively, the “Privacy Policy”) describes the privacy practices of Learning through an Expanded Arts Program, Inc., dba LEAP, and our subsidiaries and affiliates (collectively, LEAP,) “we”, “us”, or “our”) including the <https://leapnyc.org> website and any other websites we own or control, as well as which posts or links to this Privacy Policy (collectively, the “Service”).

This statement (the “Privacy Policy”) sets forth our policies and practices for handling information collected from employees, donors, program participants, or other constituents (collectively, “you” and “your”). It applies to all who use our in-person services, website, or any online service that we operate that links to or references this Privacy Policy and to all electronic communications to or from us.

In addition, this Privacy Policy describes your rights and choices concerning the Personal Information we collect.

Collection of Personal Identifiable Information and Online Activity Data

Donors:

We highly value our donors' support and are dedicated to safeguarding your privacy. Information you provide to us may include:

- Business and personal contact information (e.g., first and last name, email and mailing addresses, phone number, professional title, and company name).
- Transaction information (e.g., payment details and donation history).
- Marketing information (e.g., communication preferences and engagement details).
- Other information is collected in accordance with this Privacy Policy or as disclosed at the time of collection.

Employees:

We recognize the importance of protecting the privacy of our employees.

Information you provide to us may include:

- Personal and contact information (e.g., name, email address, phone number, address).
- Employment-related information (e.g., job title, department, work location).
- Financial information (e.g., bank account details for payroll purposes).
- Other information is collected in accordance with this Privacy Policy or as required by law.

Program Participants:

We are committed to ensuring the privacy of our program participants.

Information you provide to us may include:

- Personal and contact information (e.g., name, email address, phone number, address).
- Registration information (e.g., program enrollment details).
- Feedback or correspondence (e.g., information provided during program participation).
- Other information is collected in accordance with this Privacy Policy or as disclosed at the time of collection.

Program Partners:

We are committed to ensuring the privacy of our school and CBO partners.

Information you provide to us may include:

- Personal and contact information (e.g., name, email address, phone number, address).
- School demographic information
- Feedback or correspondence (e.g., information provided during program participation).

SMS Communications:

You may opt into communicating with LEAP via SMS text messaging, through our “Subscribe” mailing list form at leapnyc.org, online donations, employment information, or participant application forms.

Digital Data:

We may collect certain information automatically when you use our Services, such as your Internet protocol (IP) address and other device identifiers that are automatically assigned to your computer or device when you access the

Internet, browser type, operating system, Internet service provider, the date and time of your visit, information about the links you click and pages you view within our Services and other standard server log information.

Marketing and Advertising:

We do not sell your personal information but may collect and use it for marketing and advertising purposes. We may send you LEAP-related direct marketing communications as permitted by law, including by email, mail, and text. You may opt out of receiving our marketing communications as described in the “Your Choices” section.

Third-party Links:

Content and Cookies Collected by automated means may be present on our website. These third-party entities may use their own cookies or tracking technologies to collect information about you when you use our website. This information may include your personal data, browsing behavior, and other activities on the website. The use of such technologies by these third-party entities is governed by their own privacy policies and not by this privacy policy. We do not have control over the cookies or other tracking technologies these third parties employ. We recommend that you visit the privacy policies of each website that you visit.

Referrals

Users of our Services may have the opportunity to refer friends or other contacts to us. If you are an existing user, you may only submit a referral if you have permission to provide the referral’s contact information so that we may contact them.

How We Use Your Personal Identifiable Information

We only use the information we collect from you to the extent necessary to conduct business with you in connection with our Services or as otherwise required by law.

We generally use the information we collect from constituents to:

- Fulfill your requests for Services and information;
- Analyze the use of our Services and user data to understand and improve our Services;
- Communicate and provide additional information that may be of interest to you about LEAP;
- Send you reminders, technical notices, updates, support, and administrative messages,
- marketing messages and requested information;
- Operate, maintain, and improve our Services;
- Perform analytics and conduct user research; and
- For any other purposes disclosed to you at the time we collect your information or pursuant to your consent.

We will retain your information as needed to provide you with access to the Organization, requested content, or Services that you request. We will retain your information as necessary to comply with our financial reporting purposes, resolve legal obligations and disputes, and enforce our agreements.

For research and development. We analyze the use of our Services to analyze and improve our Services and to develop new products and services, including by studying user demographics and use of our Services.

To comply with the law. We use your personal information as necessary or appropriate to comply with applicable laws, lawful requests, and legal processes, such as responding to subpoenas or requests from government authorities.

For compliance, fraud prevention, and safety. We may use your personal information and disclose it to law enforcement, government authorities, and private parties as we believe necessary or appropriate to (a) protect our, your or others' rights, privacy, safety, or property (including by making and defending legal claims); (b) enforce the terms and conditions that govern our Services; and (c) protect, investigate and deter against fraudulent, harmful, unauthorized, unethical or illegal activity.

With your consent. In some cases, we may specifically ask for your consent to collect, use, or share your personal information, such as when required by law.

To create anonymous, aggregated, or de-identified data. We may create anonymous, aggregated, or de-identified data from your personal information and other individuals whose personal information we collect. We make personal information into anonymous, aggregated, or de-identified data by removing information that makes the data personally identifiable to you. We may use this anonymous, aggregated, or de-identified data and share it with third parties for our lawful business purposes to analyze and improve our Services and promote our business.

How We Share Your Personal Information

We are committed to maintaining your trust and want you to understand when and with whom we may share the information we collect.

Authorized third-party service providers and partners

We share your information with third-party vendors and service providers that help us with specialized services.

Legal Purposes

We may disclose information to respond to subpoenas, court orders, legal process, law enforcement requests, legal claims, or government inquiries and to protect and defend the rights, interests, safety, and security of LEAP, our affiliates, users, and/or the public.

With Your Consent

We may share information for any other purposes disclosed to you at the time we collect the information or pursuant to your consent. Information you provide to us, which is not already publicly available, will not be shared with other users of our Services, except in aggregated summary.

Your Choices

In this section, we describe the rights and choices available to all users.

Access or Update Your Information. If you have engaged in any services, you may review and update certain personal information in your account profile by emailing info@leapnyc.org.

Text message communications. We use text messaging to communicate with you about your service. Normal messaging rates apply, and the frequency of messages may vary. Mobile Carriers are not liable for delayed or undelivered messages.

No mobile information will be shared with third parties/affiliates for marketing/promotional purposes. All other categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

Opt-out of text message communications. You may opt-out of text messaging at any time by replying to any message with STOP contacting us at info@leapnyc.org. This will end the communications from that particular phone number. You may continue to receive service-related and other non-marketing text messages from other phone numbers managed by LEAP, and you may opt out of those in a similar fashion.

Opt-out of marketing communications. You may opt-out of marketing-related emails by following the opt-out or unsubscribe instructions at the bottom of an email, or by contacting us at info@leapnyc.org. You may continue to receive service-related and other non-marketing emails.

Do Not Track. Some Internet browsers may be configured to send "Do Not Track" signals to the online services that you visit. We currently do not respond to "Do Not Track" or similar signals. To find out more about "Do Not Track," please visit <https://www.allaboutdnt.com>.

Choosing not to share your personal information. Where we are required by law to collect your personal information, or where we need your personal information to provide our Services to you, if you do not provide this information when requested (or you later ask to delete it), we may not be able to provide you with our services. We will tell you what information you must provide to receive our Services by designating it as required at the time of collection or through other appropriate means.

How can you delete the data we collect from you? Based on the laws of some countries, you may have the right to request access to the personal information

we collect from you, change that information, or delete it in some circumstances. To request to delete your personal information, please submit a request form by emailing info@leapnyc.org. We will respond to your request within 30 days.

Security Practices

We value the security of your personal information. We employ several organizational, technical, and physical safeguards designed to protect the personal information we collect. However, a security risk is inherent in all internet and information technologies, and we cannot guarantee the security of your personal information. Email, in particular, is an insecure way to transmit personal information. Please take special care regarding what information you send to us via email or text message.

We use reasonable measures to help protect information from loss, theft, misuse, and unauthorized access, disclosure, alteration, and destruction. However, no data storage system or transmission of data over the Internet or any other public network can be guaranteed to be 100 percent secure.

Children/Program Participants

If a parent or guardian becomes aware that his or her child has provided us with non-programmatic information without their consent, he or she should contact us. We will delete such information from our files as soon as reasonably practicable. We encourage parents with concerns to contact us.

Changes to this Privacy Policy

We may update this Privacy Policy from time to time. When we update the Privacy Policy, we will revise the “Effective Date” date above and post the new

Privacy Policy. We recommend that you review the Privacy Policy each time you visit the LEAP website to stay informed of our privacy practices.

Compliance with New York Laws and Regulations

LEAP is committed to protecting the privacy rights of our program participants and stakeholders and ensuring compliance with all applicable New York State laws and regulations governing the collection, use, and sharing of personal information.

This Privacy Policy adheres to the requirements set forth by relevant New York laws, including but not limited to the New York State Information Security Breach and Notification Act, the New York SHIELD Act, and any other applicable state privacy laws.

We regularly review our privacy practices and update this Policy as necessary to remain compliant with evolving legal requirements and industry best practices in New York State. If you have any questions or concerns regarding our compliance efforts, please contact us using the information below.

How to Contact Us

If you have any questions about this Privacy Policy or our practices, please contact us via email at info@leapnyc.org.

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