

*Keisho Center* is committed to protecting your personal information and respecting your privacy. In general you can visit our website without telling us who you are or revealing information about yourself.

**Links to Other Sites:** The *Keisho Center* websites may include hyperlinks to sites maintained or controlled by others. *Keisho Center* is not responsible for and does not routinely screen, approve, review, or endorse the contents of or use of any of the products or services that may be offered at any other website. We advise you to review the individual privacy policies of the respective sites.

**Collection of Personally Identifying and Other Information:** Our online registration websites covered by this policy requests personal information about and your child(ren) in order to register you and/or your child(dren) in our program. The information is necessary for our business operations and may be needed in emergency situations. We request no more information than is required to fulfill the purpose for which the information is being collected. Your information will not be shared with third parties other than in emergency situations (e.g., with a medical provider). Should *Keisho Center* at some point in time contract out services that require we share your information, you will be notified via email and a notice will be posted on this web site at least 30 days before any information is shared. *Keisho Center* will not sell any personal information to third parties for purposes of marketing, advertising, or promotion.

**Our Information Collection Practices:** *Keisho Center* uses various methods to collect other kinds of information, including cookies, referrers, IP addresses, and system information. *Keisho Center* uses website analytics tools to retrieve information from your browser, such as the site you came from, the search engine(s) and keywords you used to find our site, and the pages you view within our site. Additionally, we use technologies such as cookies and web beacons (described below), to collect information about the pages you view, the links you click, and other actions you take on our website. Lastly, we collect certain standard information that your browser sends to every website you visit such as your IP address, browser type and language, access times, and referring website addresses.

When you visit the *Keisho Center* website we gather and store this information to allow us to track the use of our website and make improvements. This information is stored and used in the aggregate only and is not used to obtain personal data or to contact you personally.

**Cookies and Web Beacons:** We use cookies, small snippets of data sent to your computer, to track usage patterns, traffic trends, and visitor behavior. Most web browsers automatically accept cookies. Choosing to accept cookies enables some online services to work more efficiently or makes the use of those services more convenient. You may set your browser to refuse cookies from any website that you visit. If you set your browser to refuse cookies, you may be unable to fully use certain portions of the website.

We may utilize web beacons, also known as clear GIFS, from third parties to help us compile aggregated statistics regarding the effectiveness of our site. Web beacons are used in combination with cookies to help understand how visitors interact with our site. We may include web beacons in

promotional email messages or our newsletters in order to determine whether messages have been opened and acted upon. We prohibit web beacons on our website from being used by third parties to collect or access personal information.

**Referrers:** A referrer is the information passed along by a web browser that references the web URL you linked from. Our web server automatically gathers this information.

**IP Addresses:** Web servers use your IP address to identify your computer so that data, such as the web pages you request, can be sent to you. Our web server automatically gathers them. IP addresses will also be logged in conjunction with digital signing of waivers and consent forms.

**System Information:** System information includes time, type of browser being used, the operating system or platform, and CPU speed. Your web browser sends this information automatically when you are connected to a website. This information is collected via Google Analytics and used by *Keisho Center* to identify broad demographic statistics and may be used to provide information appropriate for your computer system. *Keisho Center* will not use this information to attempt to identify your personal information.

**Security:** While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including limited access, encryption technology, and physical security at the location of the server where information is stored.

**Policy changes:** *Keisho Center* will post substantive changes to this policy at least thirty (30) days before such changes take effect. Any information *Keisho Center* collects under the current website privacy policy will remain subject to the terms of this website privacy policy. After any changes take effect, all new information *Keisho Center* collects, if any, will be subject to the new policy.

**Contact Information:** For questions about privacy while using either the *Keisho Center* websites, please contact the Web Administrator at [webmaster@keisho.org](mailto:webmaster@keisho.org).

Effective date: September 3, 2013