

The Luc Cochran Foundation (TLCF) Privacy Policy

Effective Date: 9/12/2024

Last Updated: 11/12/2024

The Luc Cochran Foundation (TLCF) values the privacy and trust of all individuals associated with our organization, including staff, volunteers, participants, donors, and community members. We are committed to safeguarding your personal information and ensuring transparency regarding how we collect, use, store, and protect your data. This Privacy Policy explains in detail our practices concerning your personal information and your rights under applicable privacy laws.

1. Information We Collect

TLCF may collect a variety of personal information, depending on your interaction with us. This information helps us deliver services, communicate effectively, and fulfill our mission. The types of data we may collect include:

- **Personal Identification Information**

This includes basic information that identifies you personally, such as:

- Name
- Address
- Phone number
- Email address
- Date of birth
- Emergency contact details
- Other relevant personal information necessary for program participation or communication.

- **Demographic Information**

We may collect demographic information to help us understand the diverse backgrounds of our participants, volunteers, and donors, such as:

- Age
- Gender
- Race/ethnicity
- Language preference
- Household income (for grants or program eligibility purposes).

This data helps us to provide tailored support and ensure that our programs are inclusive and accessible.

- **Program Participation Information**

To effectively manage your involvement, we collect data related to your engagement with TLCF, including:

- Information about the programs, events, or services you participate in.
- Registration details and attendance records for events, workshops, or initiatives.
- Feedback and survey responses to help us improve our offerings.

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- **Financial Information**

In order to process donations, payments, and financial transactions, we may collect financial data, such as:

- Payment card information (through secure payment processors)
- Donation history (amounts and dates of donations)
- Billing and shipping address (for donation receipts or merchandise)

- **Photos and Videos**

As part of TLCF's documentation and promotional efforts, we may collect and use images, videos, and audio recordings captured at events, programs, or in public spaces where TLCF is involved. These may be used for:

- Program marketing and outreach
- Educational and promotional materials
- Social media content
- Fundraising campaigns or grant reports

- **Website Usage Information**

We collect certain data through the use of cookies and similar tracking technologies to enhance your experience on our website, such as:

- IP addresses
- Browser types and versions
- Pages visited on the TLCF website
- Time spent on specific pages or forms
- Device type and operating system

This data helps us improve our website and customize it to better suit your needs.

2. How We Use Your Information

We use the information we collect to advance the goals of TLCF and to ensure a smooth and effective experience for you. Below are the key ways we use the personal information we gather:

- **Program and Service Delivery**

The primary use of your personal data is to ensure we can provide the programs, services, and activities that you have engaged with. This includes:

- Registering you for events, workshops, or courses
- Tailoring program content to your specific needs or preferences
- Processing requests for services or resources
- Sending reminders, updates, and other important notifications related to your participation

- **Communication**

We may use your contact details to communicate with you about:

- Upcoming programs, events, and new services
- Newsletters, impact reports, and updates about the foundation's work
- Volunteer opportunities or job openings at TLCF

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- Responses to inquiries or support requests
- **Fundraising and Donations**

Your financial information is essential for processing donations and supporting TLCF's fundraising activities. We may use your details for:

 - Sending thank-you notes, donation receipts, and tax acknowledgment letters
 - Informing you about future fundraising campaigns, special initiatives, or appeals
 - Providing updates on the impact of your donations
- **Safety and Compliance**

We use your data to ensure the safety and security of our programs and events. We may also use your information to comply with legal obligations such as:

 - Monitoring participation to ensure safe behavior at events
 - Collecting necessary consents for minors or sensitive activities
 - Ensuring compliance with local, state, and federal laws regarding data privacy and security
- **Marketing and Outreach**

With your consent, we may use your personal information to:

 - Send you information about TLCF's mission, programs, and success stories
 - Promote events or initiatives that align with your interests or past involvement
 - Engage with you via social media and digital platforms
- **Photo and Video Usage**

By attending TLCF events or participating in our activities, you consent to the use of your image or likeness for promotional purposes, such as:

 - Featuring photos or videos on our website or social media pages
 - Using visual content in newsletters, brochures, or reports
 - Highlighting the positive impact of TLCF programs through multimedia content

3. How We Share Your Information

At TLCF, we are committed to maintaining your privacy and confidentiality. We do not sell or rent your personal information to third parties. However, we may share your data in specific circumstances:

- **Service Providers**

We work with third-party vendors who assist us in performing various services, including:

 - Payment processing (for donations or fees)
 - IT services (website hosting, data storage, and maintenance)
 - Marketing and email communications

These service providers have access to personal data but are restricted from using it for purposes other than those specifically authorized by TLCF.
- **Affiliated Organizations**

We may share your information with organizations that collaborate with us to provide programs or services. These organizations may include:

 - Partnering charities or nonprofits
 - Educational institutions offering joint initiatives

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- Sponsors of events or fundraising efforts
These affiliates will only use your data for purposes related to the partnership.
- **Legal and Regulatory Authorities**
In some cases, we may be required to disclose personal information to legal authorities, such as:
 - Responding to subpoenas or legal requests
 - Protecting our rights and interests or those of our partners
 - Complying with applicable laws or regulations
- **Public**
Photos and videos taken at public events, or in public spaces, may be shared via our communication channels. This includes social media platforms, newsletters, and marketing materials.

4. Data Security

TLCF is committed to maintaining the security of your personal information. We have implemented physical, technical, and administrative safeguards to protect against unauthorized access, alteration, disclosure, or destruction of your personal data. These measures include:

- Secure encryption methods for storing sensitive data (such as financial transactions)
- Firewalls and antivirus protection to guard against external threats
- Access control policies that limit the exposure of sensitive data to authorized personnel only

While we strive to protect your information, no method of electronic communication or storage is completely secure. Therefore, we cannot guarantee absolute security, but we take all reasonable precautions to safeguard your data.

5. Retention of Information

TLCF retains your personal information only for as long as necessary to fulfill the purposes outlined in this Privacy Policy or as required by law. When the data is no longer needed for these purposes, we will securely delete or anonymize it to protect your privacy. Retention periods vary depending on the type of data and applicable legal or regulatory requirements.

6. Your Rights

As an individual whose data we collect, you have specific rights under privacy laws that allow you to control the information we hold about you:

- **Access:** You may request access to your personal information that we maintain and obtain a copy of the data.
- **Correction:** You can request corrections to any inaccurate or incomplete information.

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- **Deletion:** You may request the deletion of your personal data, subject to legal and contractual obligations.
- **Opt-Out:** You have the right to opt out of certain communications, such as marketing emails or newsletters, and request restrictions on certain uses of your data.

To exercise any of these rights, please contact us at the contact information provided below.

7. Photo and Video Consent

When you participate in TLCF programs or events, you consent to the use of your photographs, videos, and audio recordings for promotional, educational, and fundraising purposes. If you do not wish to be photographed or recorded, please notify TLCF staff or event organizers prior to the event. We will make reasonable efforts to honor your request.

8. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, technologies, or legal requirements. If we make significant changes, we will notify you through our website or by other appropriate means. Please review this policy periodically to stay informed about how we are protecting your privacy.

9. Contact Us

If you have any questions or concerns regarding this Privacy Policy or wish to exercise your rights, please contact us:

The Luc Cochran Foundation

Email: hi@luccares.org

Phone: 770-678-1667