



Website Privacy Policy

May 19, 2014

Read to Succeed Buffalo, Inc. (RTSB) is committed to maintaining your confidence and trust, and accordingly maintains the following privacy policy to protect personal information you provide online

RTSB's Commitment to Online Security

Physical, electronic and managerial procedures have been employed to safeguard the security and integrity of personal information. Personal information is accessible only by staff and volunteers designated to handle online registrations, complaints or requests. All RTSB employees and volunteers with access to personal information obtained on the RTSB web site are bound to adhere to this policy as part of their employment/service.

Personal Information that RTSB May Collect Online

RTSB collects the following types of personal information: names (adults and minors), postal and e-mail addresses, phone and facsimile numbers.

RTSB does not knowingly collect any personal information from children under the age of 13. In addition, no part of our site is designed with the purpose of attracting any person under age 13. While the name and age of minors is collected for the purpose of enrollment into specific programs, it is expected that information pertaining to that child(ren) is furnished by the parent or guardian, 18 years of age or older.

How RTSB May Use Personal Information Collected Online

Unless you consent, RTSB will use your personal information only for the purpose for which it was submitted such as to reply to inquiries, enroll you in our e-newsletter distribution or provide enrollment related to specific programs. We will use such information to provide operational notices, in program recordkeeping and to conduct research on industry marketplace practices. Our research may lead to the publication of aggregate demographical data but will not result in the reporting or publication of any personal information provided to us. At certain points where personal information is collected on our site, there may be a box where you may indicate you would like to be on a list to receive information about other RTSB programs and services and about ways to support RTSB. At any time you can add or remove your name from our mailing list by contacting us at info@rtsb.org.

How Your Information May Be Shared

In order to process enrollment into program(s), RTSB will transfer information received online to the appropriate vendor, childcare or school. By completing an online enrollment, request or inquiry, you are allowing us to forward your information to the proper business, if necessary. Without submission of the requested information, RTSB will not be able to share your information and process your desired action. RTSB never sells or rents personal information.

We will also release personal information under the following circumstances:

- Where release is required by law (for example, a subpoena) or regulation, or is requested by a government agency conducting investigations or proceedings;
- Where our records indicate an individual may be engaged in fraudulent activity or other deceptive practices that a governmental agency should be made aware of;
- To appropriate persons, where your communication suggests possible harm to others.

Help Us Keep Your Personal Information Accurate

If your personal information changes or you would like to review the personal information we may have on file, please email us at info@rtsb.org with the new information or your review request. Let us also know the RTSB program or inquiry type that led to your submission of personal information so we may efficiently locate your information.

Computer Tracking and Cookies

Our web site is not set up to track, collect or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to provide better 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.

A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. RTSB uses non-identifying cookies to provide easier site navigation and access to forms. You can still use the RTSB site if your browser is set to reject cookies. Our cookies do not generate personal data, do not read personal data from your machine and are never tied to anything that could be used to identify you.

Problems

If you have a complaint about RTSB's compliance with this privacy policy, you may contact us at info@rtsb.org.