

# Privacy Policy

Last Updated September 6, 2018

## 1. Definitions.

Capitalized terms used but not defined below share definitions with identical language in our Terms of Use.

“Personal information” in this document refers to data that could be used to identify you, such as your name, home address, IP address, email address, or similar information that could be used to identify you.

## 2. Statement of Purpose.

This Privacy Policy explains the types of data we collect, how we use it, and explains the circumstances in which we disclose information to third parties, such as websites and affiliates.

Community Improvement Initiative’s Today’s Jazz Book (TJB) strives to preserve the privacy of Users of the Site. This privacy policy (“Privacy Policy”) describes the personal information that we may collect from you and how it may be used with respect to the Site. Community Improvement Initiative’s Today’s Jazz Book may modify the Privacy Policy at any time. Please check the Privacy Policy regularly for any updates. By accessing and using Today’s Jazz Book, you indicate that you understand and agree to the Privacy Policy and any subsequent changes to the Privacy Policy.

## 3. Information Collected from Regular Browsing.

a. Even if you do not log into the discussion forum at Today’s Jazz Book, some information about your visit will be automatically recorded in our server access log. Whenever you browse or access the Site, we will record personal information including, but not limited to, your IP address, browser type, web page(s), video and/or audio file(s) accessed, and the date and time of your visit.

b. When you access the Site, Today’s Jazz Book collects some information about your visit using tools like Google Analytics, which collects information such as the country or city where you’re visiting from, tracks you click on to stream or download, how long you stayed on each page, which web browser you used, and similar information. We collect this information to better meet the needs of our visitors, maintain good security practices, monitor for abuse, and to report on grant-funded initiatives that sustain the work of the Site. You may opt out of Google Analytics tracking by using their browser add-on: <https://tools.google.com/dlpage/gaoptout>.

c. Users who browse the Site without logging in are still recorded as traffic, but visits are not associated with personal information that is used to identify Members of the site such as username, email address, etc.

d. Users who browse our website and discussion forum through any apps we may offer in the future are subject to the policies of iTunes and Google Play, respectively, depending on what operating system they access the app from and what they do within the app.

e. We use aggregated browsing information to observe traffic on the Site and to improve the services and functionality of the Site.

#### **4. Information You Provide.**

a. When you register for a Discussion Forum Member account, we may request basic information about you including, but not limited to, your name, email address, city, postal code, country, your Member login name, and your Member password. Please note that we will be able to link your IP address to your Member account. We may use your data to help us deliver better services on the Site. You may de-activate your account at any time (see Changing Your Information section below).

b. If you make a donation to support the Today's Jazz Book, we may request basic information from you in order to process the transaction. Payment information is sent directly to PayPal (depending on how you choose to pay) and is not retained by Today's Jazz Book. We may keep your name, email address, billing and shipping addresses and phone number to provide the best customer service and/or ship gifts as part of our ongoing fundraising efforts. This information is confidential and not shared with anyone else for any purpose.

c. Please be aware that any personal information that you post in a comment, blog post, profile bio or record review on the Site can be viewed by the public. Today's Jazz Book is not responsible for information that you post in publicly viewable areas of the Site.

#### **5. Disclosure of Information.**

a. All information that we collect from you and any information that you provide can be accessed by our system administrators.

b. Except for your password, the information that we collect from you may be shared with the administrator(s) of the site and discussion forum. Administrators must abide by all provisions of the Privacy Policy with respect to this information and any information that you submit to the

e. Curators may use your information only for the purpose of moderating their portals on Community Improvement Initiative's Today's Jazz Book and will not use your information in any way inconsistent with the Privacy Policy.

c. Community Improvement Initiative's Today's Jazz Book may use services from various third parties, such as website hosting services, database management, credit card processing, and more. Some of these service providers may place session cookies on your computer, and they may collect and store your personal information on our behalf in accordance with the data practices and purposes explained above.

d. We will not share or sell your information to any other parties, but we may be legally required to disclose your information to local law enforcement authorities or other parties in response to warrants, subpoenas, court orders or other valid legal process.

## **6. Changing your information.**

a. You may log into your account to change any personal information that you had previously submitted to Today's Jazz Book. Such changes will be reflected promptly on our server.

b. You may de-activate your account at our discussion forum by contacting a Today's Jazz Book administrator. Please note that your most recent information may remain on our servers. We try to preserve this data in case you choose to re-activate your account in the future, though we do not guarantee that your account can be completely restored.

c. You are entitled to access and/or change your personal information at any time. If you have any questions about changing your personal information, please send a request to Brent Ward through Today's Jazz Book discussion forum private messaging system.

## **7. How Today's Jazz Book Keeps Your Information Secure.**

a. Community Improvement Initiative's Today's Jazz Book discussion forum relies on security provided by WebsiteToolbox.com and our web hosting service. These measures can never eliminate all security risks, but we strive to keep personal information as secure as possible. We recommend using a unique password for every online account you have.

## **8. Links to Independent Websites.**

a. Today's Jazz Book may display links to independent, third-party websites. We are not responsible for any information that third-party websites collect from you.

## **9. Minors.**

a. This website is intended for adults only, and we will not knowingly collect personal information from minors under thirteen (13) years of age. If you are a parent or legal guardian of a minor under age thirteen (13) who you believe has submitted personal information to this site, please contact us immediately.

There is no previous Privacy Policy to this policy dated August 4, 2018. We will preserve Privacy Policies as they are updated.