

## **PRIVACY STATEMENT**

Fellowship Academy is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Privacy Statement applies to the Fellowship Academy website and governs data collection and usage. By using the Fellowship Academy website, you consent to the data practices described in this statement.

### **Information Collected**

Fellowship Academy reserves the right to collect personally identifiable information such as names and e-mail addresses in order to make your experience with Fellowship Academy more efficient and effective. We typically use this information to operate the Fellowship Academy website and deliver information about Fellowship Academy news, events, and opportunities. We will never exploit your personal information, nor will we sell, rent, or lease our constituent lists to any third parties.

Fellowship Academy's website will automatically accrue information about your computer's hardware and software, including IP address, browser type, domain names, access times and referring Web site addresses. This information is used by Fellowship Academy to improve operational and maintenance functions and to provide general statistics regarding use of the Fellowship Academy website.

Fellowship Academy will only disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Fellowship Academy or the site; (b) protect and defend the rights or property of Fellowship Academy; and, (c) act under exigent circumstances to protect the personal safety of users of Fellowship Academy site, or the public.

### **Credit Card Information**

We accept credit cards from individuals as payment for certain school functions. The information we receive and collect is strictly related to payment transactions for a specific event. The school understands that payment card information is sensitive and takes appropriate steps to protect the security of all information collected.

We process information collected through our website on-line payment facility for the purposes of obtaining attendance lists for various events as well as for receiving payment for certain school functions. Names and card numbers will be transmitted to our third party processor who, in turn, will submit this information to financial institutions for the purposes of processing the transaction as collected.

Fellowship Academy is subject to rules and regulations of the various credit card organizations and networks relating to the security and safeguarding of cardholder information. The school endeavors to comply with all such rules as they pertain to the transactions we process at all times.

### **Use of Cookies**

The Fellowship Academy website uses "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you. One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page.

### **Links**

This website may contain links to other sites. Please be aware that Fellowship Academy is not responsible for the privacy practices of other sites. We encourage our users to be aware when they leave our website and to read the privacy policies of each and every site that collects personally identifiable information. This Privacy Statement applies solely to this website.

### **Changes to this Statement**

Fellowship Academy reserves the right to change this Privacy Policy at any time including as needed to comply with the rules and regulations of the various payment card organizations or to comply with applicable local, state, and federal laws and regulations.