Alexandria Tutoring Consortium **Adopted: August 28, 2019**
Policy Statement: Privacy

This privacy policy discloses the privacy practices of the Alexandria Tutoring Consortium, Inc. ("ATC") and its website, alexandriatutors.org**.** The policy applies to all information received by ATC, both online and offline, as well as any electronic, written, or oral communications. When requested, ATC will provide the following:

- What information is collected;
- With whom it is shared;
- How it can be corrected;
- How it is secured;
- How policy changes will be communicated; and
- How to address concerns over misuse of personal data.

Information Collection, Use and Sharing
ATC is the sole owner of the information collected on the alexandriatutors.org website or through communications with ATC personnel. Only ATC has access to or collects information that is voluntarily provided via email or other direct contact with tutors, donors, or other members of the community.

Information provided will be used solely to conduct ATC business. ATC will not sell, share or trade donors' or other supporters' names or personal information with any other entity, nor send mailings to ATC donors or supporters on behalf of other organizations.

Access To and Control Over Information
At any time, a tutor, donor or other community member may contact ATC at office@alexandriatutors.org or 703-549-6670 x119 to make the following requests regarding that individual's personal data:

- See what data ATC has, if any.
- Change or correct any data ATC has.
- Delete any data ATC has.
- Express any concerns about ATC's use of personal data.

Security
ATC takes precautions to protect personal information. When sensitive information is submitted via the website, it is protected both online and offline.

Wherever ATC collects sensitive information (such as credit card data), that information is encrypted and transmitted in a secure way. This may be verified by looking for a closed lock icon at the bottom of the web browser, or looking for "https" at the beginning of the address of the web page. To the extent any donations are processed through a third-party service provider, donors' information will only be used for purposes necessary to process the donation.

While encryption is used to protect sensitive information transmitted online, ATC also protects information offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. The computers or servers on which personally identifiable information is stored are kept in a secure environment.

Cookies
"Cookies" are used on the ATC website. A cookie is a piece of data stored on a site visitor's hard drive to help ATC improve a user's access to the site and identify repeat visitors to the site. Cookies can also enable the tracking and targeting of the interests of users to enhance their experience on the site. Usage of a cookie is in no way linked to any personally identifiable information on the site.

IP addresses
ATC utilizes website users' IP addresses to help diagnose problems with ATC's server, to administer ATC's website, and for statistical metrics used to track website visitor traffic.

Links
ATC's website contains links to other sites. ATC is not responsible for the content or privacy practices of such other sites. Users are encouraged to be aware when they leave ATC's site and to read the privacy statements of any other site that collects personally identifiable information.

Modifications
ATC maintains the option to modify this policy at any time by electronic notice posted on the ATC website. Continued use of the website after the date that such notices are posted will be deemed an agreement to the changed terms.

Contact
Anyone with concerns that ATC is not abiding by this privacy policy should contact ATC immediately via telephone at 703-549-6670 x119 or office@alexandriatutors.org.