

Hanford Mills Museum Privacy Policy

This privacy policy describes how Hanford Mills Museum at East Meredith, Inc (HMM) collects, uses, and protects any information about you. We generally gather this data in one or more of the following ways:

- You provide information to us directly, such as filling out an online form or sending us a message via our website.
- Your computer or mobile device automatically sends us information through your Internet browser, such as your computer's IP address or other technical information such as which web browser you are using and so on.
- Our website keeps track of how you use our website or our services, such as which pages you visit, how frequently you visit, and so forth.

HMM may change this policy at any time by updating this page. This policy's last update was September 21, 2019.

In terms of your use of this website, HMM acts in the capacity of Data Controller. If you have any questions or concerns about the data we hold about you, you may contact us in the following ways:

- **Phone:** (607) 278-5744
- **Email:** info@hanfordmills.org
- **Mailing Address:**
Hanford Mills Museum
P.O. Box 99
East Meredith, NY 13757

Our Commitment to Data Privacy

We operate under the principles of 'data minimization' wherever possible, and only ask for the minimum amount of information required for us to provide our services effectively. We only retain and maintain data that we feel is necessary.

We aspire to be compliant with applicable data protection regulations, and whenever possible, to go above and beyond these standards to ensure the safest possible experience for those we engage with.

What We Mean by 'Personal Data'

In this privacy policy, we will use the terms 'data,' 'personal data,' and 'information' interchangeably. All three terms refer to any information that allows us to identify you personally, and any information you choose to provide to us that fits that description. Examples of this include your name, email address, phone number, etc. We will always seek to gain your explicit consent to providing this information before we collect it, however this may not be the only legal basis on which we collect the data.

Other information we collect, such as your computer's IP address or the general geographical location you are surfing from do not allow us to identify you directly, but we still consider this data under the umbrella of personal data when it comes to protecting your privacy and is treated as such.

Hanford Mills Museum Privacy Policy

Who We Share Data With

We only share data with those we absolutely need to, operating on a strict 'need to know' basis for all personal data that we work with. We only disclose personally-identifying information to people and organizations who have agreed, in writing, not to disclose it with others. Some of these people/organizations may be located outside of your home country. By using our website and services, you consent to the transfer of such information to them. The only people/organizations (data processors) that have been granted access to personal data are:

- Employees of HMM including but not limited to staff that provide educational programming, marketing, or internal administration.
- Our web hosting technology suppliers who provide the physical server infrastructure that our website(s) operate on. We ensure that our server resides physically in the USA and that no customer data is transferred to data centers outside of the USA by the host.
- Third-party contractors assisting HMM with website development and marketing.

We hold additional Data Privacy Agreements with these companies as an additional layer of accountability in order to help ensure your data is secure.

We will not rent, trade, or sell your personally-identifying information to anyone.

HMM may be required to disclose the personal data of an individual in the event of a lawful request by public authorities, including but not limited to meeting national security or law enforcement requirements.

How Your Data Is Protected

We protect your data in a number of ways:

- **Data encryption:** The website is secured with Secure Socket Layer (SSL) encryption, which means that all traffic to and from the website is encrypted. Our administrative access is also encrypted and password protected.
- **Dedicated security software:** We have multiple layers of security software at both the server level and the website level in order to protect our website from malicious attacks.
- **Transaction Gateway:** In the event that we process monetary transactions, we process them through a gateway provider and do not store or process the data through the web server.
- **PCI Compliance:** In the event that we process monetary transactions, we ensure that we follow strict PCI compliances to ensure that your information is processed, stored, and transmitted through a secure environment.

Data Retention

There are no website-hosted accounts or login feature. We do not store any personal data on our website.

Hanford Mills Museum Privacy Policy

Users Under 18 Years of Age

We do not knowingly collect personal data online from individuals who are under the age of 18 without parental consent. If you become aware that an individual under 18 years of age has provided us with personal information without parental consent, please contact us. If we become aware that an individual under the age of 18 has provided us with personal data without parental consent, we will take steps to remove the data as permitted by law.

Access to Your Personal Data

If you have directly provided personal information to us (such as completing an online form, or by contacting us directly over the phone or email), you have a number of rights over the personally identifiable information that we hold:

- You have the right to obtain from us confirmation about whether any such data is being held.
- You have the right to require that we provide you with whatever data we are holding/processing about you, including the right for that data to be transferred to another data controller.
- Even if you have consented to us processing your personal data, you have the right to withdraw that permission at any time.
- You have the right to require us to rectify any incomplete or incorrect information held about you.
- You have the right to require us to erase the data held about you (the 'right to be forgotten').

Links to Other Websites

Occasionally, at our discretion, we may include links on our site. We may also mention third-party websites and entities in our content. These third-party websites will have separate and independent privacy policies. We have no responsibility or liability for the content or activities of these sites.

Online and Offline Communication

When you communicate with us to inquire about our educational programs, events, or workshops we may collect personally identifiable information in order to communicate with you. This information includes, but is not limited to, your name, email address, and phone number.

Storage of Personal Data

HMM and our associated services and systems are stored in the United States. If you are located outside of the United States, please be aware that the personally identifiable information we gather and process will be stored in the United States, a jurisdiction in which the data protection and privacy laws may not offer the same level of protection as those in the country where you reside or are a citizen.

Hanford Mills Museum Privacy Policy

By using our services and/or submitting your personal data to us, you agree to the transfer, storage, and/or processing of this data in the United States.

Cookies & Similar Web Tracking Technologies

Our website utilizes cookies and other technologies to better understand how users are using our website and services. This technology can be an essential part of providing certain online functionality. Cookies are small files placed on your device that allow us to tell when you have visited a particular page or performed a particular action (such as submitting a form or clicking something).

Most websites utilize cookies and other tracking technologies to provide useful insight on how the website is being used. They allow us to improve the personalization of your experience over time. There are several types of cookies:

- **Session cookies:** These cookies expire at the end of your browsing session and allow us to link your actions during a particular browsing session.
- **Persistent cookies:** Persistent cookies are stored on your device between browsing sessions and allow us to remember your preferences or actions across multiple sites.
- **First-party cookies:** These cookies are set by the specific site you are visiting.
- **Third-party cookies:** Third-party cookies are set by a site other than the one you are visiting.

As a user, you can influence how cookies are used on your device. Most internet browsers (such as Chrome, Firefox, Safari, Edge, Internet Explorer, etc.) allow you to adjust preferences for whether to allow or block website cookies. You may also remove any cookies that have already been set. We advise you to take the necessary steps from within your web browser's settings to block all cookies from this site if you wish to avoid the use of cookies from our website.

Cookies used for analytics may use non-personal data that is not directly linked to you. We use analytics technologies to improve our site and services.

Website Analytics

We utilize Google Analytics to provide useful insights on our website traffic and to understand what people do when on our website. When anyone visits our website, information such as which pages they look at, how long they spend on the site, and what drove them to our website, etc.) is sent to Google Analytics (which is controlled by Google). This information is anonymous and does not contain any personally identifiable information.

There is no way for to identify an individual from the data. The data consists of data from any and all traffic on the website. This analytics data is not personal data, and we do not specifically ask for your prior content.

Google Maps

We also use Google Maps. We may display dynamic geographic maps on our website to show our location(s). This Google service causes our website to make a connection with a Google server, and may result in Google placing cookies on your device.

Hanford Mills Museum Privacy Policy

Your California Privacy Rights (U.S. Only)

Under Section 1798.83 of the California Code, residents of California have the right to request from a business, with whom the California resident has an established business relationship, certain information with respect to the types of Personal Data the business shares with third parties for those third parties' direct marketing purposes, and the identities of the third parties with whom the business has shared such data during the immediately preceding calendar year. To exercise your rights, you may make one request each year by emailing us info@hanfordmills.org with "Request for California Privacy information" on the subject line and in the body of your message. Be sure to provide in the request sufficient information to properly identify you and/or the members of your family.

What We Do With the Data We Gather

As mentioned, we use the data we collect to improve our offerings and user experience. The processing of this data is necessary to achieve the legitimate interests of the organization, and relates to the legitimate interests of our organization, provided that the interests and/or fundamental rights of the subject of the data do not override our own.

We may ask for your consent to contact you by telephone, SMS, postal mail, and/or email about programs, events and workshops which we think may be of interest to you and for other marketing purposes.

You may withdraw your consent at any time by contacting us at info@hanfordmills.org, provided that we are not required by applicable law or professional standards to retain such information.

If there are any questions regarding this privacy policy, you may contact us using the information below:

Phone: **(607) 278-5744**

Email: **info@hanfordmills.org**

Mailing Address:

Hanford Mills Museum

P.O. Box 99

East Meredith, NY 13757