

## **Privacy Notice**

This privacy notice discloses the privacy practices for <http://www.tamalpa.org/>. This privacy notice applies solely to information collected by this website. It will notify you of the following:

- 1.What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
- 2.What choices are available to you regarding the use of your data.
- 3.The security procedures in place to protect the misuse of your information.
- 4.How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

The Tamalpa Institute is the sole owner of the information collected on this site. The Tamalpa Institute only has access to/collect information that you voluntarily provide via email or other direct contact from you.

In order to use this website to enroll in programs organized by the Tamalpa Institute or our partners or to contact the Tamalpa Institute, a user must first complete a registration form. During registration a user is required to give certain information (such as name, email address, and phone number). This information is used to promote and share information regarding educational, artistic and research work in our field, and to contact you about the products/services on our site in which you have expressed interest. At your option, you may also provide demographic information (such as gender or age) about yourself, but it is not required.

To purchase goods and/or services from the Tamalpa Institute, you must provide contact information (like name and shipping address) and financial information (such as PayPal account). This information is used for billing purposes and to fill your orders. The Tamalpa Institute does not and will not sell, rent, or share financial information with anyone. If we have trouble processing an order, we'll use this information to contact you.

The Tamalpa Institute may share email contact information with our partner and co-founder, Anna Halprin. The Tamalpa Institute often collaborates with Anna Halprin's Office to organize events including, but not limited to, special workshops and Planetary Dance. As part of this partnership we may share your email contact information with her office.

You may opt out of us sharing your email contact information with the Office of Anna Halprin at any time. You can do the following at any time by contacting us via the email address or phone number given at the bottom of this document and on the Tamalpa Institute website.

Other than the Office of Anna Halprin, the Tamalpa Institute will not share your information with any third party outside of the Tamalpa Institute, other than as necessary to fulfill your request.

Unless you ask us not to, the Tamalpa Institute, or the Office of Anna Halprin, may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

See what data we have about you, if any. Change/correct any data we have about you. Have us delete any data we have about you. Express any concern you have about our use of your data. **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 415) 457-8555 or via email at [info@tamalpa.org](mailto:info@tamalpa.org).**