

The Baum School of Art Privacy Policy

This privacy policy discloses the privacy practices for www.baumschool.org. This privacy policy applies solely to information collected by this web site.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

Unless you ask us not to by opting out, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

From time to time, The Baum School of Art shares our mailing list with partner organizations in the area so that customers can receive information about related cultural activities that may be of interest. If for any reason you would like to be removed from this list, please call us at 610.433.0032, write us at 510 Linden Street, Allentown, PA 18101, or email laurie@baumschool.org.

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.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way, through a third party credit card processing company. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information 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.

Registration

In order to enroll for a class, a user must first complete the registration form. During registration a user is required to give certain information (such as name and email address). This information is used 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. Age is required information for children/teen classes.

We use an outside credit card processing company to bill users for class registrations and donations. These companies do not retain, share, store or use personally identifiable information for any secondary purposes beyond filling your order. We will share names, or other contact information that is necessary for the third party to provide these services. These parties are not allowed to use personally identifiable information except for the purpose of providing these services.

Links

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Updates

Our Privacy Policy may change from time to time and all updates will be posted on this page.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 610.433.0032 or via email at laurie@baumschool.org.