

Privacy Policy

Last Updated: 1/4/2021

KyMel, Inc. (“**KyMel**,” “**we**,” “**us**,” or “**our**”) respects your privacy. We developed this Privacy Policy to explain how we collect, use, share, and protect Personal Information (defined below), and your choices about the collection and use of Personal Information.

This Privacy Policy applies to Personal Information collected or processed through <https://kymel.org/> and any other KyMel-operated website, app, or social media page that links to this Privacy Policy (collectively, the “**Site**”).

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1. What is Personal Information?

“**Personal Information**” is information that identifies or relates to a particular individual. Examples of Personal Information include, among others, name, email address, phone number, mailing address, and online identifiers.

2. Types of Personal Information We Collect and Use

A. Information that You Provide Us

In various places on the Site, we request information from you via forms. The exact information we need to collect (including Personal Information) will depend on the purpose of the form.

For example, when you create an account, donate to KyMel, contact us, or request to be added to the Newsletter mailing list you provide us with Personal Information, such as: your first and last name, telephone number, and email address. This Personal Information allows us to process your requests, contact you with additional information or when emergency medical situations arise, and respond to your questions or comments.

We will indicate on the form whether a particular field of information is mandatory or optional. If you choose not to provide certain information, we may not be able to provide requested services.

When you register a camper for a KyMel camp or make a donation to KyMel, you will be directed to a third-party website and instructed to provide additional Personal Information, such as: your first and last name, date of birth, postal address, payment card information, and the camper's Personal Information. As discussed in Section 12 of this Privacy Policy, KyMel does not operate nor is it responsible for any third-party websites linked to the Site or the third-party's collection and processing of your and/or the camper's Personal Information. You should thoroughly investigate all third-party websites prior to providing your and/or the camper's Personal Information.

B. Information We Automatically Collect from You

We collect the following types of information automatically through your use of the Site:

- **Cookies, Device Identifiers, and Similar technologies**

When you use or access the Site, we and our service providers use cookies, device identifiers, and similar technologies such as pixels, web beacons, and local storage to collect information about how you use the Site. We process the information collected through such technologies, which may include or be combined with Personal Information, to help operate certain features of the Site and to help us better understand the features of the Site that you and other users are most interested in.

Most browsers provide you with the ability to block, delete, or disable cookies, and your mobile device may allow you to disable transmission of unique identifiers and location data. If you choose to reject cookies or block device identifiers, some features of the Site may not be available or some functionality may be limited or unavailable. Please review the help pages of your browser or mobile device for assistance with changing your settings.

Some of our service providers may use cookies or other methods to gather information regarding your use of the Site, and may combine the information in these cookies with any Personal Information about you that they may have. The use of such tracking information by a third party depends on the privacy policy of that third party. We do not respond to Do Not Track (“DNT”) signals sent to us by your browser at this time. To learn more about how DNT works, please visit <http://allaboutdnt.com/>.

- **Analytics**

To assist us with analyzing our website traffic through cookies and similar technologies, we use analytics services, including Google Analytics. For more information on Google Analytics's processing of your information, please see [“How Google uses data when you use our partners' sites or apps.”](#) To prevent your data from being used by Google Analytics, you can download the Google Analytics opt-out browser add-on for Google Analytics, which [can be found here \(https://tools.google.com/dlpage/gaoptout/\)](https://tools.google.com/dlpage/gaoptout/).

3. How We Use Personal Information

We use Personal Information the following purposes:

- To register your child for our camps and other programming, including but not limited to, Kamp KyMel, Camp Hope, and Camp SIBsational;
- To communicate with families of registered campers;
- To provide personalized service;
- To provide information to parents/guardians concerning a camper's medical care while at a KyMel camp;
- Protecting our rights or our property;
- Meeting legal obligations; and
- For other purposes related to the reasons for which you provide Personal Information.

4. Disclosure of Personal Information

We will not disclose Personal Information except as set forth in this Privacy Policy or with your consent. Specifically, we do not sell Personal Information. This section describes to whom we disclose Personal Information and for what purposes:

- **Our Service Providers.** We employ service providers to perform tasks on our behalf and to assist us in operating the Site or providing our products and services. For example, we engage third parties to provide analytics services and Site-infrastructure hosting. We take commercially reasonable steps to help ensure our service providers provide at least the same level of protection for Personal Information as we do.
- **Companies Involved in Mergers and Acquisitions Transactions.** If we sell or otherwise transfer part or the whole of our business or assets to another organization (*e.g.*, in the course of a transaction like a merger, acquisition, bankruptcy, dissolution, or liquidation), any information collected through the Site, including Personal Information, may be among the items sold or transferred.
- **Law Enforcement, Government Agencies, and Courts.** We may disclose Personal Information at the request of law enforcement or government agencies or in response to subpoenas, court orders, or other legal process to establish, protect, or exercise our rights or to defend against a legal claim or as otherwise required or allowed by law, or to protect the rights, property, or safety of any other person. We may also disclose Personal Information to investigate or prevent a violation by you of any contractual or other relationship with us or your illegal or harmful activity.

5. How We Protect the Confidentiality of Personal Information

We protect the confidentiality and security of information we obtain in the course of business. We use commercially reasonable safeguards, such as password protections and other industry-standard technology, to help keep the information collected through the Site secure.

Despite these efforts to store Personal Information in a secure operating environment, we cannot guarantee the security of Personal Information during its transmission or its storage on our systems. Further, while we attempt to ensure the integrity and security of Personal Information, we cannot guarantee that our security measures will prevent third parties such as hackers from illegally obtaining access to Personal Information. We do not represent or warrant that Personal Information about you will be protected against, loss, misuse, or alteration by third parties.

6. Retention and Deletion

We will only retain your Personal Information for as long as necessary to fulfill the purposes for which it was collected and processed, including for the purposes of satisfying any legal, regulatory, accounting or

reporting requirements. In some circumstances, we may de-identify, aggregate, or otherwise anonymize your Personal Information consistent with applicable laws and industry standards so that it can no longer be associated with you, in which case it is no longer treated as Personal Information. It is our policy to retain Personal Information for seven (7) years after the age of 18 for a camper and seven (7) years from the date of receipt for a volunteer. This means that, if you close your account with us, we will delete Personal Information associated with your account on the following timetables:

Type of Documents	Corporation Policy
Accounts payable ledgers and schedules	7 years, but permanently on computer
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Duplicate deposit slips	2 years
Expenses analyses/expense distribution schedules	Permanently
Year-end financial statements	7 years on hard copy, but permanently on computer
Minute books, bylaws and charter	Permanently
Tax returns and worksheets	Permanently
Medical Documents	7 years post age of majority per camper or volunteer participant. These records may be on the computer database.

7. Accessing, Updating, or Deleting Personal Information

If you would like to otherwise access, update, or delete Personal Information about you, you may submit a request to the contact information provided in Section 14. We will promptly review all such requests in accordance with applicable law.

8. Opting Out of Receiving Electronic Communications

With your permission, we may send notifications, promotions, or other information via email or through our Newsletter (“**Communications**”). You may choose to stop receiving Communications by indicating your preference on the Site or in your account profile. Please note that certain Site-related Communications are necessary for the proper functioning and use of the Site (*e.g.*, to verify the phone number associated with your account) and you may not have the ability to opt out of those Communications.

9. California Residents

KyMel is a 501(c)(3) nonprofit organization. As such, KyMel is not subject to the California Consumer Protection Act (“CCPA”), nor any of the notice, disclosure, or deletion obligations the CCPA imposes on corporate entities.

10. Personal Information Transferred from the U.S.

If you are using the Site from outside the United States, please be aware that Personal Information may be collected, stored, and processed in the United States. If we transfer Personal Information internationally,

we take steps to provide adequate safeguards, such as entering into standard contractual clauses (as approved by the European Commission) with our service providers. For such international transfers of Personal Information, we have adopted reasonable physical, technical, and organizational safeguards against accidental, unauthorized, or unlawful destruction, loss, alteration, disclosure, access, use, or processing of the Personal Information in our possession that substantially mirror protections available to users located within the United States. Please be aware that the data protection laws of the United States might not be as comprehensive as those in your country.

11. Children’s Privacy

Consistent with the Children’s Online Privacy Protection Act of 1998 (“**COPPA**”), KyMel does not knowingly collect personally identifiable information from children under the age of 13 without parental consent. If we learn that personally identifiable information of a child under the age of 13 has been submitted via our Site without parental consent, KyMel will take all action necessary to comply with our responsibilities under applicable legal requirements, which may include deletion of any such information. KyMel does not condition a child’s participation in a KyMel camp on the disclosure of a child’s Personal Information.

12. Other Websites and Sites, Including Social Media

We are not responsible for the practices employed by any websites or services linked to or from our Site, including the information or content contained within them. A link to a third party’s website should not be construed as an endorsement. We encourage you to investigate and ask questions before disclosing Personal Information to third parties.

13. Changes to Our Privacy Policy

We may modify or update this Privacy Policy from time to time, so please review it periodically. We may provide you with notice of material changes to the Privacy Policy as appropriate under the circumstances. Unless otherwise indicated, any changes to this Privacy Policy will apply immediately upon posting to the Site.

14. How to Contact Us

To contact us regarding this Privacy Policy, please contact us using the information below.

KyMel, Inc.

Phone: 816-895-9635

Email: kymel@kymel.org

Website: <https://kymel.org/contact-us/>