



HARMONY FAMILY CENTER'S PRIVACY POLICY

Harmony Family Center, Inc. (collectively "HFC") is committed to respecting your privacy. Please read the following policy to understand how your personal information will be treated. This policy may change from time to time, so please check back periodically. This policy will let you know the following:

1. What personally identifiable information is collected from me?
2. What are cookies and how they are used by HFC?
3. How is my information used?
4. How can I access, update or delete my information?
5. What else should I know about my privacy?
6. Other legal notices.

INFORMATION COLLECTED

When you donate to HFC, sign up to participate in an auction/event, or request information from HFC, your personal information is collected. The types of personal information collected are your name, e-mail address and standard contact information, including addresses and phone numbers. Additionally, HFC will collect transactional information, such as bidding/donation information, when you participate in an auction/event. If you purchase an item from an HFC online auction/event, HFC will collect your credit card information. Your credit card information is not stored by HFC, and is only maintained until HFC is done processing your payment. HFC may also ask you to voluntarily provide information regarding your personal or professional interests, demographics, experience with the services HFC provides, and contact preferences.

COOKIES

HFC may place Internet cookies on your hard drive. Internet cookies are small files that may be placed on your hard disk for record-keeping purposes. Cookies are used to: (a) remind HFC of who you are in order to deliver you better service; (b) remember who you are to allow you to

login easier; and (c) measure certain traffic patterns for use as a research tool to understand how HFC users' habits are similar or different from one another. You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether or not to accept it. By not accepting cookies, some web pages may not display properly or you may not be permitted to access certain information.

HFC may also collect IP addresses (the Internet address of a computer) to track a user's session while the user remains anonymous. HFC analyzes this data for certain trends in statistics, such as which parts of the HFC web site users are visiting and how long they spend there. In general, HFC does not link your IP addresses to anything personally identifiable to you.

USE

The information you provide will be used to support your customer relationship with HFC. Your information may be shared with agents, contractors or business partners for the purpose of performing services for HFC. HFC may send you direct mailings, email notices, or contact you by telephone about upcoming HFC events. If you purchase an item from an HFC online auction/event, then your credit card information will be sent to a third party for processing your credit card payment.

HFC will not sell, rent or lease your personally identifiable information to others without your consent.

Notwithstanding, HFC does research on HFC users' demographics, interests and behavior based on the information provided to HFC during your use of the HFC web site. This research is compiled and analyzed on an aggregated basis. Aggregated data does not include personally identifiable information. HFC may share this aggregated data with others.

HFC also believes it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of the Terms of Use, or as otherwise required by law.

ACCESS INFORMATION

You can see, review, and change most of your personal information by signing in to the HFC web site.

THIRD PARTY SITES

Third party Internet sites and services accessible through HFC have separate privacy and data collection practices-independent of HFC. HFC has no responsibility or liability for these independent policies or actions. Please be careful and responsible online. If you post personal information online that is accessible to the public, you may receive unsolicited messages from

other parties in return. While HFC strives to protect your information, HFC cannot ensure or warrant the security of any information through the transmission process, and you do so at your own risk.

OTHER LEGAL NOTICES

Any dispute over privacy is subject to this privacy policy and HFC's Terms of Use, including limitations on damages and application of the law of the State of Tennessee. If you have any concern about your privacy in connection with this policy, please send a thorough description to **info@harmonyfamilycenter.org**, and HFC will try to resolve it. HFC may post a revised privacy policy on the HFC web site. Please note that the use of information that HFC gathers is subject to the privacy notice in effect at the time of use. You should check the HFC web site frequently to see recent changes.