**Life Learning Center Privacy Policy**

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**Effective as of May 16, 2017**

***Our Commitment to Privacy***

The confidentiality of all constituents supporting Life Learning Center is important to us. To better protect your privacy, we provide the following notice explaining our online information practices and the choices you can make about the way your information is collected and used.

**The Information We Collect:**

This notice applies to all information collected or submitted on Life Learning Center’s website ([www.lifelearningcenter.us](http://www.lifelearningcenter.us)). On some pages, you submit online applications, donate via PayPal, and register for events.

**Types of Personal Information Collected:**

For Donations: Name, Address, Email Address, Phone Number, Credit/Debit Card Information, etc.

For Applicants and Volunteers: Name, Address, Email Address, Phone Number, Background, Employment History, Resume, etc.

If you refer a Candidate to apply for enrollment and want the application sent directly to the recipient, you will be prompted to fill out an application on behalf of applicant. Visit <http://www.lifelearningcenter.us/refer-a-candidate> to refer Candidate. In this circumstance, the types of personal information collected are:

For Referral Agencies: Your Name, Your Organization, Your Phone Number, Applicant’s name, Address, Email, Phone Number

**The Way We Use Information:**

We use the information you provide about yourself when donating or applying for the Center’s services only to complete the necessary information and thank you appropriately. We do not share this information with outside parties. We use the information you provide about someone else when contacting potential applicants who may benefit from enrolling in our program. We do not share this information with outside parties except to the extent necessary to complete that order. We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

Information you submit on Life Learning Center’s website will not be used for this purpose unless you fill out the newsletter form with the opportunity to opt-out at any time.

**Our Commitment to Data Security:**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate electronic and managerial procedures to safeguard and secure the information we collect online.

**How You Can Access or Correct Your Information:**

You can access all your personally identifiable information that we collect online and maintain by calling 859-431-0100 or emailing info@lifelearningcenter.us If you chose to donate to Life Learning Center, PayPal will send you an electronic receipt immediately for your transaction history. We use this procedure to better safeguard your information. You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

**How to Contact Us:**

Should you have other questions or concerns about these privacy policies, please call us at 859-431-0100 or send us an email at info@lifelearningcenter.us.