

## **The Michael Phelps Foundation Privacy Policy**

**This Privacy Policy was last updated December 21, 2009.**

The Michael Phelps Foundation appreciates that privacy is very important. The Michael Phelps Foundation has adopted this Privacy Policy as we recognize the right of people to keep their personal information private. This Privacy Policy covers The Michael Phelps Foundation's collection and use of information we collect on or through our website located at [www.michaelphelpsfoundation.org](http://www.michaelphelpsfoundation.org).

### **1. Information we collect**

The Michael Phelps Foundation collects general information that you provide to us, such as your name, email address, and physical address so we can contact you. We may also collect other types of personal information during the course of dealing with you, for example if you make a donation to The Michael Phelps Foundation, when you register for events on our website, and when you participate in The Michael Phelps Foundation activities or complete other forms and submit them to us through our website. Where practical, the purpose for which we collect personal information will be made clear at the time of collection. If you do not provide us with certain information we may be unable to provide you with access to some of our services or the assistance you have requested.

You may visit The Michael Phelps Foundation website without revealing who you are or providing any personal information to us, unless you choose to log on to our website, make a donation or register with us. The Michael Phelps Foundation will not collect any personal information about you unless you knowingly provide it.

The Michael Phelps Foundation's web servers automatically collect site usage information from you when you visit our website, such as IP addresses, browser types, operating systems, domain names, access times, and referring website addresses. The Michael Phelps Foundation may use third-party service providers to collect this information from our website and track and analyze use of our website. Site usage information lets The Michael Phelps Foundation know how our visitors use and navigate our website. In addition, certain pages of the website may use cookies to track and store your information for the purposes described in this Privacy Policy. Cookies are small files that are placed on your hard disk to allow us to recognize you if you return to the Site using the same computer and browser. The Michael Phelps Foundation does not store any of your personal information in cookies. A cookie cannot read any other data off your hard drive, pass on a virus, or read cookie files created by other websites. You can set your browser to notify you when you receive a cookie, which gives you the chance to decide whether or not to accept it. While you may decide not to accept cookies, by doing so, you may not be able to experience the full functionality of the Site.<sup>[tbg1]</sup>

### **2. How we use your information**

The Michael Phelps Foundation will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use

your personal information for any other purpose without first seeking your consent, unless authorized or required by law. Generally we will only use and disclose your personal information as follows:

1. to establish and maintain your involvement with The Michael Phelps Foundation, including providing you with newsletters;
2. to provide the products or services you have requested from The Michael Phelps Foundation;
3. to answer your inquiries;
4. to register you for events;
5. to assist us to make The Michael Phelps Foundation services more valuable to our community;
6. for direct promotion of products or services and to keep you informed of new developments we believe may be of interest to you;
7. to third parties where we have retained those third parties to assist us to operate The Michael Phelps Foundation and provide the products or services you have requested, such as promotions companies, website hosts and IT consultants, and our professional advisers such as consultants, lawyers and accountants. In some circumstances we may need to disclose sensitive information about you to third parties as part of the services you have requested; and
8. to different parts of The Michael Phelps Foundation to enable the development and promotion of other services and to improve our general ability to assist the wider community.

We do not sell, rent or share any of your personal information with any other third parties without your consent, nor do we use it for unapproved commercial purposes. You may request to be removed from our lists at any time. All emails distributed to our lists will contain easy, online access to unsubscribe. You may either follow the directions to unsubscribe or send an email requesting removal of your information to [privacy@michaelphelpsfoundation.org](mailto:privacy@michaelphelpsfoundation.org)

We may use your non-identifiable data to compile anonymous, aggregated information that is useful to develop new features for visitors to our website, improve the content and navigation of our website, analyze trends and statistics, and monitor and improve our on-line services. [tbg2]

### **3. Access to your information**

You can request access to the personal information that The Michael Phelps Foundation holds about you by contacting The Michael Phelps Foundation.

If you wish to change personal information that is out of date or inaccurate at any time please contact us. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date. If you wish to have your personal information deleted please let us know and we will delete that information wherever practicable.

### **4. Security**

The Michael Phelps Foundation takes reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information is stored in a secure server or secure files.

The Internet is not a secure method of transmitting information. Accordingly, The Michael Phelps Foundation cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorized access or use of that information.

## **5. Changes to this Privacy Policy**

The Michael Phelps Foundation may amend this Privacy Policy from time to time. When we post changes to this Privacy Policy, we will revise the “last updated” date at the top of the this page. Should we make any material changes to this Privacy Policy that alter the use of your personal information, we will notify you of such change by email. In that email, you will be provided with the opportunity to have your information deleted from our database. We suggest that you visit our website regularly to keep up to date with any changes.

## **6. Contacting us**

If you would like any further information, or have any questions about our Privacy Policy or our information handling practices in general, please contact us by calling, emailing or writing to us at:

The Michael Phelps Foundation  
P.O. Box 7010  
Portland, ME 04112  
[privacy@michaelphelpsfoundation.org](mailto:privacy@michaelphelpsfoundation.org)