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# Privacy Policy

**Effective Date: July 1, 2025**

## 1. Introduction

The Hopkinton High School Alumni Association (“we,” “our,” “us”) values the privacy of our members, donors, and visitors. This Privacy Policy describes how we collect, use, store, and share your personal information when you interact with us online and offline. This policy applies to all members of our alumni community and individuals who engage with us in any capacity.

## 2. Information We Collect

We may collect the following categories of personal information:

- **Contact Information:** Name, address, email, phone number
- **Academic Information:** Graduation year, degree, major, affiliated institutions
- **Professional Information:** Current job title, employer, professional affiliations (optional)
- **Event Participation:** RSVPs, attendance history, meal preferences, travel accommodations
- **Financial Information:** Donation history, billing address, payment method (processed securely by third-party providers)
- **Website Data:** IP address, browser type, device information, and usage analytics

## 3. How We Collect Information

We collect information via:

- Online forms (event registration, donations, newsletter sign-up)
- Membership applications
- Surveys and feedback submissions
- Alumni directory submissions
- Event attendance (in-person or virtual)
- Cookies and analytics tools on our website

## 4. How We Use Your Information

We use your information for the following purposes:

- To maintain accurate alumni records and communication

- To plan, promote, and manage alumni events
- To send newsletters, updates, and fundraising appeals
- To personalize engagement opportunities and alumni networking
- To comply with legal obligations and protect our legal rights

## **5. Sharing Your Information**

We do **not** sell or rent your personal data. We may share information:

- With third-party service providers (e.g., event platforms, email campaign tools, payment processors) under strict confidentiality agreements
- With affiliated educational institutions, alumni members and former classmates for alumni engagement purposes
- If required by law, regulation, subpoena, or court order
- With your consent or at your direction (e.g., alumni directories)

## **6. Data Security**

We implement appropriate technical and organizational measures to safeguard your personal data, including encryption, access controls, and secure hosting. However, no method of transmission over the internet or method of storage is 100% secure.

## **7. Data Retention**

We retain personal data for as long as necessary to fulfill the purposes outlined in this policy or as required by law. Alumni may request data removal or anonymization by contacting us.

## **8. Your Rights and Choices**

You have the right to:

- Access, correct, or delete your personal data
- Opt out of marketing emails (via unsubscribe link)
- Request limits on certain data uses or disclosures

To exercise these rights, contact us at: [insert email address]

## **9. Children's Privacy**

Our services are intended for individuals age 16 and older. We do not knowingly collect personal data from children under 13. If we become aware of such collection, we will delete the information promptly.

## **10. Links to Other Websites**

Our site may contain links to external websites not controlled by us. We are not responsible for the privacy practices of these sites. We encourage users to review their privacy policies.

## **11. Changes to This Policy**

We may update this Privacy Policy from time to time. Significant changes will be communicated through email or posted prominently on our website. Your continued use of our services after such updates constitutes acceptance of the new policy.

## **12. Contact Us**

If you have any questions about this Privacy Policy or your data, please contact:

Hopkinton High School Alumni Association  
PO Box 1  
Contoocook NH 03229  
[info@hhsnhalumni.com](mailto:info@hhsnhalumni.com)  
[www.hhsnhalumni.com](http://www.hhsnhalumni.com)