



## **Privacy Policy [ispacescience.org](http://ispacescience.org)**

ispacescience.org collects guest information to enhance your experience on our web site. This Privacy Policy is intended to assist you in understanding what information we gather about you, how we may use that information, and the safeguards we have in place to protect that information. This Policy applies only to information collected online.

### *Personal Information*

Our web site allows guests to request that we place them on our distribution list so they may receive iSPACE newsletters as well as information on events, workshops and other activities. Information you submit on our website will be used only for this purpose.

Parents may register their children for iSPACE activities such as Camps, After School Programs, Robotics Competition, and Electronic Education. Additionally, educators (e.g., teachers, troop leaders) may register classes or groups for class visits, after school programs and robotics competitions. Both parent and educator groups may register on-line by completing an online reservation form and providing us with information such as their name, email by completing an online reservation form and providing us with information such as their name, email address, mailing address, telephone number, school or troop number.

Such registrations may also be paid for online by completing a registration payment form which requests information including name, email address, mailing address, telephone number, and credit card information. In order to purchase program registration online, you must have a valid credit card.

If you email us a question or comment using the email links on our web site, we will temporarily collect your email address.

### *Non-Personal Information*

ispacescience.org gathers navigational information during each guest's use of our web site. This information allows us to see which areas of our web site are most visited and helps us to improve the quality of our guests' online experience by allowing us to deliver more of the most desired features and services. In the process of gathering navigational information, non-personally identifiable information (e.g., domain type, browser version, service provider, IP address) may also be collected. This information provides ispacescience.org with insight into the general use of our web site.

### *Cookies*

ispacescience.org uses a browser feature known as a cookie to enhance our guests' online experience. A cookie is a small data file that is stored by your web browser on your computer. We use cookies to track your clicks as you navigate through the pages of our web site. We do not collect or maintain personal information about you through the use of cookies. Your browser may allow you to control and/or refuse cookies. For more information about working with cookies, you should consult your user manual, FAQ, or the "help" function of your specific browser and operating system software.

## **Information Use**

### *Our Services and Websites*

We use your personal information to provide you services that you may request or require, to communicate with you in response to your questions or comments, to allow you to register and purchase iSPACE educational activities for your child or group. In addition, we use aggregated non-personal information about our guests' use of our site to analyze how our web site is being used and to improve the content of our website.

### *Email Communications*

If you use the links on our web site to email us questions or comments, we may use your personal information (name and email address) to respond to you on a one time basis only unless you request to be added to our distribution list. It is our

policy to delete a guest's email address after responding to the guest's email.

If we received your email address in connection with a reservation, we will use your email to communicate with you regarding the reserved activity. Additionally, if you have asked to be added to our distribution list, we will contact you by email to provide information on programs, events, and other news.

## **Disclosure of Information to Third Parties**

### *Third Parties*

We sometimes engage third party service providers to assist us in providing you certain services. For example, we may hire a third party to provide marketing, advertising, or promotional assistance, provide email services, or facilitate our online services. We may need to share your personal information with these third parties. We require our third party service providers to maintain your personal information in a confidential manner.

### *Business Transactions*

As iSPACE and its web site continue to develop, we may buy, sell, or combine with other businesses. If so, personal and non-personal information that we or other businesses have collected online will likely be transferred as part of the transaction.

### *Other Disclosures*

You should be aware that we may disclose specific information about you if necessary to do so by law or our good faith belief that it is necessary to conform to or comply with the law or as necessary to protect the users of our web site or the public.

## **Links to Other Web Sites**

For your convenience and enjoyment, our web site may contain links to other sites. Links that appear on [ispacescience.org](http://ispacescience.org) should not necessarily be deemed to imply that iSPACE endorses or has any affiliation with the linked sites. iSPACE is not responsible for the privacy practices or the content of such sites. We encourage you to review the separate privacy policies of each site that you visit.

## **Security of the Information We Collect**

We maintain physical, electronic, and procedural safeguards to secure your personal information. The personal information we collect is stored within databases that we control. As we deem appropriate, we use security measures consistent with industry standards such as firewalls to protect your information.

If you purchase or renew your membership online or complete the Electronic Education reservation form, [ispacescience.org](http://ispacescience.org) utilizes advanced data encryption systems used to secure the information that you send to our website. All of the personal information you provide when purchasing or renewing a membership or completing the Electronic Education reservation form will be encrypted and then transmitted from your browser to our e-commerce systems securely.

While we implement the above security measures on this web site, you should be aware that 100% security is not always possible.

## **Privacy of Children on Our Web Site**

To ensure compliance with the Children's Online Privacy Protection Act, [ispacescience.org](http://ispacescience.org) does not knowingly collect or maintain personal information provided by children under the age of 13 without the consent of a parent/guardian. Pursuant to federal law, iSPACE may collect an email address and first name from your child under 13 without your consent in the following special case:

If a child under 13 sends a request to us using our online email links, we will keep their email address only long enough to respond to their specific request. [ispacescience.org](http://ispacescience.org) deletes the child's name and email address from our system after we respond to the child's request.

**Accuracy of the Information We Collect**

If you would like to update or review your personal information or would like us to remove your personal information from our database, you may contact us using the contact information provided under "Contact iSPACE" below. As a security precaution, we may request that you provide identifying information such as name, address and/or telephone number. In addition, we may limit or deny access to personal information where providing such access would be unreasonably burdensome or expensive under the circumstances, or as otherwise permitted.

**Contact iSPACE**

If you have any comments or questions regarding this Privacy Policy please contact us via telephone at 513-612-5788. You may also write to us at the following mailing address:

iSPACE, Inc.  
3254 East Kemper Road  
Cincinnati, OH 45241