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| LMYA | Section: Administrative | Number: 105 Issued: 04/12/2012 |
| Policies and Procedures | Subject: Privacy | Effective: 04/13/2012 Revised: Supersedes: New |

I. Purpose

The purpose of this policy is to disclose personal information that is collected and/or stored by LMYA and prevent the dissemination of information to and/all third parties.

II. Definitions

- A. *Visitor*: A user who accesses an LMYA web page and may or may not be a member.
- B. *Member*: A user who has requested membership in LMYA and has provided the requisite contact information.
- C. *Member record*: All the collected information for a particular member.
- D. *Client*: A computer hardware system that accesses a service made available by a server. A user's computer, in the context of this policy, is considered the client.
- E. *Server*: A computer hardware system that provides applications and/or data to other computers on the Internet. LMYA's website is provided to users from a server. References to "a server" or "the server" or "its server", unless otherwise noted, imply that the server is associated with LMYA.
- F. *Cookie*: A small digital signature file stored on the client that allows a user's preferences to be recorded when visiting a website. In addition to preferences, cookies may be used for authentication, identification of a user session, shopping cart contents, or anything else that can be accomplished through storing text data on the user's computer.
- G. *Internet Protocol*: The principal set of rules and regulations that determine how data are transmitted in computer networks. Clients communicate with LMYA servers over the Internet via the Internet Protocol.
- H. *Internet Protocol (IP) Address*: A numerical label assigned to each computer participating in a computer network that uses the Internet Protocol for communication.
- I. *Transport Layer Security (TLS)*: Cryptographic protocols that provide communication security over the Internet. TLS's predecessor is the Secure Socket Layer (SSL).

III. Information Collected/Created During Various Activities

- A. Visitor Access
 - 1. Log files may be stored on the server saving information such as the visitor's IP address, browser type, referring page, and time of visit.
 - 2. Cookies may be used to remember visitor preferences.
- B. Membership Request
 - 1. A visitor becomes a member upon request and submission of name, address, housing development name, Lower Macungie Township and/or East Penn School District indication, phone number, and electronic mail address, all of which will be stored on the server.
 - 2. LMYA software creates a member's username and password, which may be changed by the member. This information is stored on the server.
- C. Player Registration
 - 1. The player's name, nickname, gender, date of birth, school, grade, emergency contact information, insurance name, insurance plan and group numbers, doctor's name and phone number, and optional medical and general notes are collected and stored on the server.

2. Information regarding the player's family is collected and stored on the server, including address, development, area of residence, and various preferences regarding services/offerings available from/through LMYA.
 3. The following information on one or more of the player's parent(s) or guardian(s) is collected and stored on the server: relationship to player, name, nickname, birth date, phone number, electronic mail address.
- D. Registration Payment
1. Online/Electronic
 - a. The member is redirected to a third party server using the TLS/SSL protocol.
 - b. No personal information is collected by LMYA or stored on its server.
 2. Physical
 - a. The member mails a check or money order to LMYA, and LMYA deposits the check into its bank account.
 - b. No copy of the check or information on the check are recorded or stored physically or on its server.
- E. Background Screen
1. The member is redirected to a third party server using the TLS/SSL protocol.
 2. No personal information is collected by LMYA or stored on its server.

IV. How Information is Used

- A. Collected information is used to enhance and streamline both the visitor's and member's return experience when using the website to display personalized content and possibly advertising.
- B. Electronic and physical mail may be sent, and telephone calls may be made, to inform members of news of our services or offers by us or our affiliates.

V. Dissemination of Information

- A. No personal information of any kind is to be shared with any third party, except as may be required to meet any applicable law, regulation, legal process or enforceable governmental request.
- B. No personal information of any kinds is to be sold, rented, or leased to any third party.

VI. Request to End Communication

- A. An electronic mail recipient may unsubscribe by following the instructions included in the electronic mail the user received or via an electronic or physical mail or a telephone call to LMYA. This request leads to the member record being inactivated.
- B. A mail recipient (non-mass mailing) may request removal from our mailing list via an electronic or physical mail or a telephone call to LMYA. This request does NOT lead to the member record being inactivated.
- C. A telephone call recipient (non-automatic calling) may request removal from our telephone list via an electronic or physical mail or a telephone call to LMYA. This request does NOT lead to the member record being inactivated.

VII. Removal of Information

- A. When a member requests to no longer receive electronic mail or to no longer be a member, all member records associated with that electronic mail address are inactivated.
- B. Within one year of a member's record being inactivated, the entire member record is expunged.