

## Privacy Policy

Effective **March 1, 2011**

### **Our Commitment to Privacy**

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

### **The Information We Collect:**

This notice applies to all information collected or submitted on the Magic Moments website. On some pages, you can donate on-line, make requests, and register to receive materials. The types of personal information collected at these pages are:

- Name
- Address
- Email address
- Phone number
- Credit/Debit Card Information

We will only use the information collected, such as email addresses are used only to complete the transaction. Personal information will not be sold or distributed to outside parties.

On some pages, you can submit information about other people. For example, if you make an honor/memorial donation and want it sent directly to the recipient, you will need to submit the recipient's address. In this circumstance, the types of personal information collected are:

- Name
- Address
- Phone Number

This information is only used to complete the transaction and will not be sold or distributed to outside parties.

### **The Way We Use Information:**

We use the information you provide about yourself when making a donation only to complete that order and send you a tax-receipt letter. We do not share this information with outside parties except to the extent necessary to complete that order.

We use the information you provide about someone else only to send them an acknowledgement letter. 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.

### **OPT-OUT OR CHANGE YOUR CONTACT INFORMATION**

Once you have submitted an on-line donation, you may receive mailings from the Magic Moments office. You may choose to receive only specific communications or none at all from the Magic Moments office. If you would like to opt-out of receiving communication from us or change your contact information, please call our office at 205-939-9372, and we will remove you from our mailing lists.

#### **QUESTIONS ABOUT OUR POLICIES**

If you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, you may contact us by email at [info@magicmoments.org](mailto:info@magicmoments.org) or by regular mail at 2112 11<sup>th</sup> Avenue South, Suite 219, Birmingham, Alabama 35205. You may also call our office at 205-939-9372.

#### **REFUND POLICY**

Magic Moments does not provide refunds for donations or sponsorships/tickets to events. Please call the office at 205-939-9372 if you have any questions.