

**The Life Learning Center**  
**Web Privacy Policy**  
**Effective Date: March 1, 2010**

This website Privacy Policy applies to the following websites: www.nkylc.org, www.nkylc.com, www.nkylc.net and www.thelifelarningcenter.com, hereafter referred to as "THE LIFE LEARNING CENTER".

**General**

THE LIFE LEARNING CENTER has a firm commitment to privacy. That is why we have adopted the following policy, which explains our position on information gathering through the internet and how we intend to use and share any information we collect. It is important to note that this policy applies only to information collected by THE LIFE LEARNING CENTER.

THE LIFE LEARNING CENTER collects and stores Personally Identifiable Information such as your name, address, e-mail address, phone number, etc. What information we collect and store depends on the page you are visiting and the services you elect to participate in. We use this information to operate our services, provide you with the highest quality services and offer you opportunities we think will be of interest to you. This information is not shared with anyone except as provided for in this Privacy Policy. More specifics on the information we collect are outlined within this policy.

This privacy policy is subject to change from time to time. If the changes represent a substantial departure from our current policy or substantially affect users' rights and obligations, if feasible, the changes will be posted on this page 30 days in advance of their effective date and registered members will receive an e-mail outlining the change. Non-registered users of THE LIFE LEARNING CENTER may view the privacy policy, including any revisions, by clicking on the "Privacy Policy" link on the home page of THE LIFE LEARNING CENTER.

**What information we collect and how it is used**

Access to special content, services and features at THE LIFE LEARNING CENTER requires users to be registered members of THE LIFE LEARNING CENTER. Member registration requires you to provide certain Personally Identifiable Information, such as your name, e-mail address, street address, phone number, gender, etc. You will be provided with a member name and password so that you have access to special content, services and features as they become available. Some features and services may require additional Personally Identifiable Information or other demographic information. We may collect other personal information when you provide feedback, comments, engage in chat, message boards, interactive forums or participate in surveys, or if you contact us offline. Personally Identifiable Information you provide will be used by THE LIFE LEARNING CENTER staff, associated coaches, other agency partners and employers to enhance the services provided to you as appropriate to the services you elect to participate in. All users may decline to share such information with us, by choosing not to register on the website or offline or use our services. Only registered members, however, may access certain content, services and features.

You may also be asked to create a separate registration account with some of the services provided by partners and other providers on THE LIFE LEARNING CENTER. Be aware that the information

collected by a provider other than THE LIFE LEARNING CENTER may be subject to the privacy policy and terms of use of that provider, and we recommend reviewing these prior to submitting your registration.

### **Passive Data Collection and Use**

Like most Web sites, THE LIFE LEARNING CENTER also collects and logs information automatically and through the use of electronic tools that may be transparent to you, such as your IP address, the name and location of your Internet Service Provider, the type and version of your browser, the length of time that you stay on THE LIFE LEARNING CENTER, search queries, your click-stream data (pages and links you click on), the location that referred you to THE LIFE LEARNING CENTER and the average number of pages viewed. If you visit another website prior to browsing THE LIFE LEARNING CENTER, that website might place personally identifiable information within a URL, which may be logged by us. Your IP address is the identifier assigned to your particular computer when you access the Internet. Depending on how you connect to the Internet, your IP address may always be the same, or it may change each time you access the Internet. Note that logging your IP address does not in and of itself provide us with your name, e-mail address, home or work address or any other Personally Identifiable Information. We use this log information for system administration and troubleshooting purposes and may also use it to gather general demographic information about you such as your general location and your internet service provider.

### **Use of Cookies**

Most standard Web browsers contain a feature called "cookies," which allow a Web site to place information about a user's visit to that Web site in a small data text file that is stored on the user's computer. Our use of cookie technology will likely be transparent to you and is used to recognize you and hold information from one visit to the next in an effort to increase your ease of use of THE LIFE LEARNING CENTER and to allow us to better understand how people use our site through click-stream analysis. For example, cookies can be used to store your membername and password, sparing you from having to re-enter that information each time you visit. Another example is that we may use cookie technology to control the number of times you see a particular advertisement while visiting THE LIFE LEARNING CENTER. You can turn the cookies feature off by using your browser preference options, but doing so could severely limit your access to THE LIFE LEARNING CENTER and may prevent you from registration.

Some of THE LIFE LEARNING CENTER'S third party content providers also may place a cookie on the user's computer. If a user chooses to monitor or restrict cookies that are placed on his computer, the user can determine the Web site that is attempting to place a cookie. Those cookies are controlled by the content provider and users should refer to that individual provider's privacy policy for further information regarding its use of cookies.

### **Use of Personally Identifiable Information**

Personally Identifiable Information may be accessed by the user who entered it and by THE LIFE LEARNING CENTER personnel, agency partners and by certain third parties, such as those who provide technical support or content services to THE LIFE LEARNING CENTER. We ask these third parties to keep any personal information supplied by us confidential. We also strive to keep your Personally Identifiable Information inaccessible to other THE LIFE LEARNING CENTER users.

We also reserve the right to disclose Personally Identifiable Information when deemed necessary or appropriate to comply with the law, respond to claims, protect our computer systems and members, ensure the integrity and operation of our business and systems, or protect the rights, property or safety of THE LIFE LEARNING CENTER, its affiliates or others.

We will not disclose your Personally Identifiable Information without your advance permission except as explained in this privacy policy or as explained at the time your information is collected.

### **Use of Aggregated information**

In order to describe our services to prospective partners, funders and others, we may use your Personally Identifiable Information to create a compiled, aggregate view of THE LIFE LEARNING CENTER audience and their usage patterns. We use Aggregated Information to operate our services and to better understand our audience as we develop new content and services. Aggregated Information may also be shared with third parties we contract with to provide content and services at THE LIFE LEARNING CENTER. For example, we might disclose that a certain percentage of our users are female or within a certain age range or live within a cluster of zip codes.

### **Our Commitment to Children's Privacy**

Protecting the privacy of the very young is very important to THE LIFE LEARNING CENTER. For that reason, THE LIFE LEARNING CENTER never collects or maintains information from anyone we know to be under 13 years of age and no part of our website is structured to attract anyone under 13.

THE LIFE LEARNING CENTER strongly recommends parental supervision when a child uses the Internet, particularly when a child enters a forum or uses e-mail. We also encourage parents to instruct their children not to give out personal information in these areas.

### **Member Mail and E-mail Offers**

THE LIFE LEARNING CENTER does not rent, sell, barter or give away its user or member lists or its users' or members' names, e-mail addresses or mailing addresses for use by other third parties for the purpose of solicitations, unless the user has previously given his or her consent at the time of general registration or registration for a specific service. If a user granted permission to receive solicitations (referred to as E-mail Offers) at the time of registration but subsequently wishes to opt out from receiving such solicitations, the user may change one or more of the category-specific permissions related to receiving e-mail from THE LIFE LEARNING CENTER by advising us in writing of their desire to opt out. In the case of E-mail newsletters and other E-mail contact there may be a direct link that will allow members to unsubscribe immediately from future E-mailings.

All registered users will receive periodic Member Mail via e-mail related to their membership account or various features and services at THE LIFE LEARNING CENTER that their membership entitles them to access. Because Member Mail is an important part of our service to you, users cannot opt-out of receiving Member Mail.

Our HTML-encoded e-mail messages may include graphic files, which we use to gather information about e-mails sent our members. When such a message is opened in an HTML-capable e-mail program, the recipient's computer accesses our server to retrieve the graphic file, and allows us to record and store the date and time, the recipient's e-mail address, and other standard logging

information. These HTML-encoded e-mail messages may also read cookies.

### **Affiliated sites, linked sites and advertisements**

THE LIFE LEARNING CENTER expects its agency partners and providers of content and services to respect the privacy of our users. Be aware, however, that third parties, including our partners, providers of content and services, advertisers and others accessible through our site may have their own privacy and data collection policies and practices. For example, during your visit to THE LIFE LEARNING CENTER you may link to, or view as part of a frame on a THE LIFE LEARNING CENTER page, certain content that is actually created or hosted by a third party. Also through THE LIFE LEARNING CENTER you may be introduced to, or be able to access information, services, web sites, or other features offered by other parties. THE LIFE LEARNING CENTER is not responsible for the actions or policies of such third parties. You should check the applicable privacy policies of those third parties when providing information on a feature or page operated by a third party.

### **Changing your personal information**

In general, a registered member may correct or update the information that he or she previously provided to us. Information you provide to THE LIFE LEARNING CENTER may be stored by us for an indefinite length of time. This information includes the registration data as well as information provided in conjunction with various membership services or features available at THE LIFE LEARNING CENTER. To view or update your information you can contact us by phone at 859-431-0100 or by email at [webmaster@nkyllc.org](mailto:webmaster@nkyllc.org).

### **Remember the risks when you use the Internet**

You should know that when you voluntarily disclose personal information on THE LIFE LEARNING CENTER web site (for example, in the discussion forums), that information can be collected and used by others and may result in unsolicited messages from other people. While we do our best to protect your personal information, we cannot be responsible for information that you choose to publicly disclose. Further, you are solely responsible for maintaining the secrecy of any passwords or other account information. Although we make good faith efforts to store the information we collect in a secure operating environment that is not available to the public and to work with responsible third parties, we cannot guarantee complete security for your information.

In addition, our content providers, agency partners and other internet sites or services that may be accessible through THE LIFE LEARNING CENTER have separate data and privacy practices that are independent of us, and we disclaim any responsibility or liability for their policies or actions. Please contact those sites directly if you have questions about their privacy policies.