



# THE PLAY PROJECT PRIVACY POLICY

This privacy policy describes how The PLAY Project collects, uses, and protects the personal information of our participants.

## Information Collection

The PLAY Project collects personal information from participants when they enroll in our training programs, including but not limited to:

- Name
- Contact information (email address, phone number)
- Location information (city, state, country)
- Course enrollment and completion data

## Use of Information

We use participant information for the following purposes:

- To provide and administer our training programs: This includes enrollment processing, course delivery, and tracking participant progress.
- Internal data tracking and analysis: We analyze participant data to understand our reach, evaluate program effectiveness, and improve our services. This includes tracking who is participating in our programs, demographic trends, and program completion rates.
- Communication: We may use participant contact information to communicate about course schedules, updates, and other relevant program information.
- Market Research Purposes: We may use summaries and/or anonymous participant information to look at trends, understand population interests, and help us better plan outreach, courses and services for future participants.

## Data Sharing

The PLAY Project is committed to protecting the privacy of our participants. We do not share, sell, or disclose personal information to outside organizations or third parties, except in the following limited circumstances:

- Legal compliance: We may disclose personal information if required by law, such as to comply with a subpoena or court order.
- Service providers: We may share data with third-party service providers who assist us in delivering our programs (e.g., learning management system providers), but these providers are contractually obligated to protect the confidentiality of the data.



# THE PLAY PROJECT PRIVACY POLICY

## Data Security

We take reasonable measures to protect participant data from unauthorized access, use, or disclosure. These measures include:

- Secure storage of data in electronic and/or physical formats.
- Restricting access to personal information to authorized personnel only.
- Regularly reviewing and updating our security practices.

## Data Retention

The PLAY Project will retain participant data for as long as necessary to fulfill the purposes outlined in this policy, or as required by law.

## Participant Rights

Participants may have the right to:

- Access their personal information.
- Request correction of inaccurate or incomplete information.
- Request deletion of their personal information, subject to legal and operational constraints.
- Opt out of certain communications.

To exercise these rights, please contact us at [info@playproject.org](mailto:info@playproject.org).

## Changes to this Privacy Policy

The PLAY Project may update this privacy policy from time to time. We will notify participants of any material changes by posting the updated policy on our website or by other appropriate means.

## Contact Information

If you have any questions or concerns about this privacy policy, please contact us at:

The PLAY Project  
[info@playproject.org](mailto:info@playproject.org)  
3027 Miller Rd.  
Ann Arbor, MI. 48103