

## PRIVACY POLICY

This Privacy Policy discloses MN Challengers' privacy practices with respect to:

- Personal information collection, use, and sharing;
- Choices you can make regarding the use of your personal data;
- Security procedures in place to protect the misuse of your information; and
- How you can correct any inaccuracies in your information.

We understand your privacy concerns and the need to ensure the privacy of your information. Your privacy is important to us, and maintaining your trust and confidence is our highest priority.

This Privacy Policy applies to information collected by electronic communication and through our website, as well as information collected during our relationship.

### Information Collection, Use, and Sharing

When you provide non-public personal information to MN Challengers, it is provided to us voluntarily with your authorization or consent, or it is obtained by us in the course of our relationship.

MN Challengers DOES NOT DISCLOSE personal information to anyone, except as required by State or Federal law.

MN Challengers DOES NOT SELL OR RENT INFORMATION TO THIRD PARTIES.

MN Challengers uses information provided through the website contact form to respond to you. We will not share your information with any third party outside of our organization, other than as necessary, to fulfill your contact request.

MN Challengers retains records relating to services it provides so that we are better able to evaluate programs, measure outcomes, and to comply with state and federal laws. In order to guard your non-public personal information, MN Challengers maintains physical, electronic, and procedural safeguards. We work hard to maintain file stability within MN Challengers and use redundant backup and co-location, but there is always a chance a file could be lost or destroyed. We store files *only in an electronic format*, and for approximately 4 years. We will destroy electronic copies after the 4-year storage period.

MN Challengers uses an outside credit card processing company and third-party bank to process payments. These companies do not retain, share, store, or use personally identifiable information for any secondary purposes beyond processing your transaction.

MN Challengers' website contains outgoing links to other websites. MN Challengers is not responsible for the content or privacy practices of other websites.

Unless you ask us not to, we may contact you via telephone, e-mail, text message, or mail carrier in the future to tell you about new programs or to inform you about changes to this privacy policy.

### **Your Choices for Access and Correction Requests**

You may opt out of any future contacts from MN Challengers at any time.

Contact us using MN Challengers' website contact form, or MN Challengers' phone number, (952) 836-8069, to make the following requests about your personal, non-public data:

- To obtain information about what data MN Challengers has, if anything;
- To change/correct data;
- To request deletion of data retained (unless prohibited by law); or
- To express any concerns about use of your data.

### **Security**

MN Challengers takes precautions to protect your information. When you submit sensitive information to MN Challengers via the website, electronic communications, facsimile, postal services, direct contact, or through other means, your information is protected both online and offline.

Whenever MN Challengers collects and disseminates sensitive information through electronic means, we endeavor at all times for the electronic communication to be encrypted and transmitted in a secure way. With regard to the collection of sensitive information via our website, you can verify security by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. All files are stored using the same fully encrypted, password-protected software. All of MN Challengers' electronic information is accessible only through password-protected systems and hardware. Furthermore, none of MN Challengers' computer devices or other electronic equipment is used on "public," unsecured wi-fi networks.

Only employees who need the information to perform a specific job (for example, programming or billing) are granted access to personally identifiable information. MN Challengers takes reasonable precautions based on standard security measures, to keep computers, servers, and files with personally identifiable information secure. To this end, it is MN Challengers' policy to transport computer devices and other electronic equipment safely and securely. Ideally, these devices should be directly transported from office to home or home to office, and equipment should never be left in a vehicle in plain view. If a short detour must be made, the devices or other equipment either must be stored in a trunk or stay with MN Challengers employee's person.

### **Contact Us**

If you feel that MN Challengers is not abiding by this privacy policy, contact us immediately via telephone at (952) 836-8069 or by email at [mnchallengers@gmail.com](mailto:mnchallengers@gmail.com).