

Privacy Policy

Music Box Foundation

Effective Date: Sep 21, 2026

Music Box Foundation (“we,” “our,” or “us”) is committed to protecting the privacy and personal information of our students, families, donors, volunteers, and community members. This Privacy Policy explains how we collect, use, store, and protect your information.

1. Information We Collect

We may collect the following types of information:

Personal Information

- Name, email address, phone number
- Mailing address
- Date of birth (for program participants)
- Emergency contact information
- Parent/guardian information (for minors)

Program-Related Information

- Enrollment and attendance records
- Participation in classes, workshops, and events
- Photos, videos, and media captured during programs

Financial Information

- Donation records
- Payment information for programs or events (processed securely through third-party platforms)

Technical Information

- Website usage data (IP address, browser type, cookies) when visiting our website



MUSIC BOX FOUNDATION

6843 South Harper Ave, Chicago, IL 60637

773 363 4844 | info@musicboxfoundation.org

2. How We Use Your Information

We use collected information to:

- Provide and manage our programs and services
 - Communicate with students, families, and supporters
 - Process registrations, donations, and payments
 - Share updates, newsletters, and event information
 - Improve our programs and outreach efforts
 - Ensure safety and proper supervision of participants
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3. Media Consent

Music Box Foundation may capture photos, videos, and audio recordings during programs and events. These may be used for:

- Marketing and promotional materials
- Social media and website content
- Grant reporting and organizational storytelling

We will obtain consent from participants or guardians when required.

4. Information Sharing

We do **not sell or rent** your personal information.

We may share information only with:

- Trusted third-party service providers (e.g., payment processors, email platforms)
 - School partners or program collaborators (when necessary for programming)
 - Legal authorities if required by law
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5. Data Security

We take reasonable steps to protect your information, including:

- Secure storage of digital and physical records
 - Limited access to sensitive information
 - Use of secure platforms for payments and data collection
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6. Children's Privacy

Protecting the privacy of minors is especially important to us. We collect information about children only with parent or guardian consent and use it solely for program-related purposes.

7. Student Data Received Through School Partnerships

Music Box Foundation will limit the collection and use of school-provided student information to information reasonably necessary to provide program services, maintain program and attendance records, and fulfill authorized reporting requirements.

8. Data Retention

Music Box Foundation retains personal and program-related information only for as long as reasonably necessary to provide services, meet program and reporting requirements, maintain appropriate organizational records, and comply with contractual or legal obligations.

Student information received through Chicago Public Schools (CPS) or other school partners will be retained only for the period necessary to provide the contracted services and satisfy applicable reporting, contractual, legal, or school-district requirements.



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9. Your Rights and Choices

You have the right to:

- Request access to your personal information
- Request corrections or updates
- Opt out of communications at any time
- Request removal of your information (where applicable)

To make a request, contact us using the information below.

10. Third-Party Links

Our website or materials may include links to third-party sites. We are not responsible for the privacy practices of those sites.

11. Updates to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted with an updated effective date.

12. Contact Us

If you have any questions or concerns about this Privacy Policy, please contact:

Email: info@musicboxfoundation.org

Phone: 773-363-4844



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