

# Privacy Policy

## Read The Future

Effective Date: 07/23/2023

### 1. Introduction

Read The Future is a 501c3 nonprofit organization committed to workforce development through its two programs, "Conversations" and "Sprout." We respect your privacy and are committed to protecting your personal information. This Privacy Policy outlines how we collect, use, disclose, and safeguard your information when you interact with our website, participate in our programs, or access our services.

### 2. Information We Collect

- a. *Personal Information:* When you sign up for our programs or access our services, we may collect certain personal information, such as your name, email address, phone number, and other contact details. We may also collect demographic information and preferences voluntarily provided by you.
- b. *Usage Data:* Our website and podcast platforms may automatically collect information about your device and usage patterns, including device form factor, application type, operating system, and location.

### 3. How We Use Your Information

- a. *Program Participation:* The personal information we collect is used to facilitate your participation in our workforce development programs, "Conversations" and "Sprout."
- b. *Communication:* We may use your contact information to send you program-related updates, newsletters, or other relevant communications.
- c. *Podcast Broadcasting:* For "Conversations" program podcast broadcasting, your name or identifying information will be used only with your explicit consent.
- d. *Program Improvements:* We may analyze usage data to improve our programs, content, and website user experience.

### 4. How We Protect Your Information

- a. *Security Measures:* We implement industry-standard security measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction.
- b. *Data Retention:* We retain your personal information only for as long as necessary to fulfill the purposes outlined in this Privacy Policy, or as required by law.

### 5. Third-Party Sharing

- a. *Service Providers:* We may share your personal information with trusted third-party service providers who assist us in operating our programs and services. These providers are required to maintain the confidentiality of your information and are not allowed to use it for any other purposes.
- b. *Legal Compliance:* We may disclose your personal information when required by law or in response to valid legal requests.

## **6. Your Choices**

- a. *Opt-out:* You may opt-out of receiving non-essential communications by following the unsubscribe instructions included in our emails.
- b. *Access and Update:* You have the right to access, correct, or update your personal information by contacting us.

## **7. Children's Privacy**

Our programs are not intended for children under the age of 13. We do not knowingly collect or solicit personal information from individuals under 13. If you believe we have collected personal information from a child under 13, please contact us, and we will promptly delete the information.

## **8. Changes to this Privacy Policy**

We may update this Privacy Policy from time to time. We will notify you of any significant changes by posting the updated policy on our website and updating the Effective Date.

## **9. Contact Us**

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

Read The Future  
info@readthefuture.org  
(480) 454-8461

*By accessing or using our programs, website, or services, you agree to the terms of this Privacy Policy. Thank you for your trust and support in Read The Future's workforce development initiatives.*