

## PROP/MYAN MYAN.org Privacy Policy

The Maine Youth Action Network (MYAN) is a program of the People's Regional Opportunity Program (PROP), which is a non-profit (501(c)3), multi-service, community action agency. PROP/MYAN believe that privacy is important. The MYAN.org site does collect personal information about you, so please read carefully so you understand what personal information MYAN.org might collect and how it might be used. *Please note that MYAN has a separate [Privacy Policy for Users Under 13](#).*

### 1. What kind of personal information does MYAN collect?

Personally/Individually Identifying Information: The personally identifying information that will be collected by PROP/MYAN at certain areas of the site (including but not limited to registration, profiles, and the MYAN store) varies by member type and will include:

	Adults 26+	Young Adult 19-25	Youth 13-18	Youth 11-12	Organization
E-Mail Address	X	X	X	X	X
First Name	X	X	X	X	X
Middle Name	X	X	X		
Last Name	X	X	X	X	X
Nick/Screen Name			X	X	
Birthday	X	X	X	X	
Home Street Address Line 1	X	X			
Home Street Address Line 2	X	X			
Home City	X	X	X	X	
Home Location	X	X	X	X	
Home Postal Code	X	X	X		
Home Phone Number	X	X			
Home Phone Area Code	X	X			
Mobile Number	X	X			
Mobile Phone Area Code	X	X			
Alternate Email Address	X	X	X		
Professional Title	X	X			X
Employer Name	X	X			X
Self Employed* (Yes/No)	X	X			X
Employer Street Address Line 1	X	X			X
Employer Street Address Line 2	X	X			X
Employer City	X	X			X
Employer Location	X	X			X
Employer Postal Code	X	X			X
Employer Phone Number	X	X			X
Employer Phone Area Code	X	X			X
Employer Fax Number	X	X			X
Employer Fax Area Code	X	X			X
Employer Website	X	X			X
Healthy Maine Partnership	X	X	X	X	X
School	X	X	X	X	X
Group(s)	X	X	X	X	X
Areas of Interest/Focus	X	X	X	X	X
College/University	X	X	X		X
Former Schools	X	X			
Former Groups	X	X			
Program	X	X			
Parent's Name			X	X	
Parent's Phone Number			X	X	
Parent's Mailing Address			X	X	
Parental Email			X	X	

Additionally, MYAN/PROP may collect billing information in order to complete an online order in the MYAN store, an event registration that requires payment, or a donation to MYAN/PROP.

**Why does PROP/MYAN want to know how old I am?** The MYAN.org registration process is designed to collect information about age demographics that are of interest to our funders and supporters and because we are required by law to get parental permission for users under 13 to become members of our site. Knowing who our members are allows us to best serve our audience. If PROP/MYAN receives notice or otherwise learns that a member has provided incorrect information about his/her age, the account will be suspended.

**Other Personal Information:** We also collect other information at certain areas of the site (including but not limited to registration, profiles, and store purchases) that tells us about who you are and what you like to do: such as your interests. We do place personal information in your MYAN.org profile, which is available to other members of the site so that members who share your interests can connect with you. Most member types require that a Connection be made with you before your profile is visible, with the exception of your name and town, which are available to all members. You will be given the opportunity to restrict certain parts of your profile so they are not visible to other members. In addition, if you agree to do so, you might be highlighted on the site as a featured member, which would encourage other members to contact you. We may use some of this other personal information (but nothing that identifies you individually) to give our funders the general picture of our members (for example, what issues do members care about?) This will help keep the MYAN.org site interesting for you, help target (and thus make more useful) the funders with whom we work, and help us develop the appropriate services offered through the MYAN.org site. PROP/MYAN will not share your individually identifying information with site sponsors, advertisers, linked Web sites and/or any third party.

## **2. How do we use and share personally identifying information?**

Our policy regarding this information is simple: except as provided in this Privacy Policy and in our Acceptable Use and Agreements we will not disclose, sell or rent any of the personally/individually identifying registration information you provide without telling you in advance and giving you the opportunity to tell us not to share the information. MYAN/PROP staff use information for three general purposes: to customize the information/content you see, to fulfill your requests for certain services, and to contact you.

The profile data of all member types except for Organization is not visible, with the exception of your name and city, except to those members whose requests to make a Connection that you accept. All member types will be given the opportunity to restrict certain parts of their profiles so they are not visible to any other members, regardless of whether they have a Connection with you. Members can find other members (except for member type Youth (11-12)) through a directory search, and through their participation in online community groups and site blogs.

Further, if law, or some other authority compels us, PROP/MYAN will disclose registration information (including personally/individually identifying information). Also, if we have reason to believe that there has been some inappropriate interference or use of the MYAN.org site (including copyright or trademark infringement), or if we have reason to believe that a user may have been injured or some other party harmed, we will disclose personally/individually identifying information as we deem appropriate or if asked by an authority.

We make an effort to include a link to this Privacy Policy and to our Other Agreements wherever we ask you for personal information.

The MYAN.org site is provided through a contract with YourMembership.com, and all site information, including personal contact information, is saved on their servers. Your Membership does not use or share this information for any purpose. The confidentiality of this data is protected by contract, and is the property of MYAN.org and not YourMembership.com.

## **3. Does the MYAN.org site use cookies?**

Session cookies are required to browse the site and do not contain any personal or user information.

## **4. What kind of protection is there for my personal information?**

Your MYAN.org profile is password-protected. This means that only you will have control over who can access your identifying information. To make the password protection helpful, do not give your password to anyone. If you are using a shared or public computer, we suggest that you closeout of the MYAN.org site and sign off from

the computer when you are finished--this will help protect your information. (For example, don't leave the school or a library computer running and open at the MYAN.org site, close out your turn before someone else starts using it.) When you create your username and password, avoid using personally identifiable information such as your name. MYAN.org does endeavor to use secure technology where practical, however, no data collection technology or data transmission technology is 100% secure. Unfortunately, we cannot guarantee the security of information provided or sent to us. Remember, you are participating in MYAN.org at your own risk.

YourMembership.com is PCI compliant and audited quarterly by SecurityMetrics Corporation. SSL is used to protect sensitive information in transit. When financial account numbers are stored, they are stored using triple DES encryption and remain in the system for only a limited amount of time. After this time this information is masked where credit card numbers are wiped and only the last 4 digits are saved and encrypted.)

If real-time credit card processing is utilized, financial information is never stored and only the last 4 digits are saved and encrypted. The only exception to this would be if the customer chooses to utilize the system's recurring payment capabilities. When a recurring transaction occurs, the entire credit card number is stored using the encryption methods listed above for the duration of the recurring transaction event.

YourMembership.com maintains two geographically independent data centers with multiple servers and server clusters in each location. Data is replicated in near real-time to the reciprocal data center when updates occur. The storage system consists of database server clusters as well as file storage clusters. File and data services employ proprietary systems to keep data fresh, fault tolerant and highly available. Client data (non-file data) is also stored in a secure off-site location for a certain period of time.

Registered members that reside in or are citizens of a member state of the European Union should note that personal information provided to PROP/MYAN and processed and stored through YourMembership.com may be transferred and stored in countries outside of the EU, including the United States.

#### **5. Who do I contact for more information or with questions?**

If you need further assistance, please use the Contact Us form found in the bar on top of the site Home Page or write us at:

Maine Youth Action Network  
C/O Peoples Regional Opportunity Program  
510 Cumberland Ave.  
Portland, ME 04101

You may also telephone us at (207) 874-0060.