

## **MYAN.org Privacy Policy for Users Under 13**

Maine Youth Action Network (MYAN), a program of the Opportunity Alliance (OA) is dedicated to protecting your privacy and handling any personal information we obtain from you with care and respect. This privacy policy is designed to answer your questions regarding our privacy policies and principles with respect to children under the age of 13.

Building on our general Privacy Policy, we recognize the need to provide additional privacy protections when children visit the areas of our site on which this Privacy Policy for Users Under 13 is posted. We explain those additional protections here in this Privacy Policy for Users Under 13. This Privacy Policy for Users Under 13 uses terms that are defined in our general Privacy Policy.

The Children's Online Privacy Protection Act ("COPPA") requires that we inform parents and legal guardians about how we collect, use, and disclose personal information from children under 13 years of age; and that we obtain the consent of parents and guardians in order for children under 13 years of age to use certain features of our Web site ("Children"). When we use the term "parent" below, we mean to include legal guardians.

### **Q1. What types of personal information do we collect about Children?**

Children can surf the MYAN website and view content without any personal information being collected. We do not collect personal information from Children unless they register on the MYAN site. Children will register in order to participate in the online community or to participate in a special activity. The personal information we collect from Children during our registration process is a Child's username, first name, last name, screen name/nick name, email address, parent's email address Child's birth date, home city, home state, home country, school name, group name, Healthy Maine Partnership name (if applicable), topics of interest and password. We collect birth dates to validate the ages of our guests, including Children, as well as to help us send only applicable leadership opportunities and event information to each age group. Additionally, Children have access to the MYAN store, online donations, and online event registration during which, in addition to the above information, they may be asked to provide billing and/or shipping information.

Additionally, there is a Parental Consent step of the registration process during which we will provide the Parent with a copy of the information provided by the Child during registration, will collect parent's name, parent's phone number, and parent's mailing address, and during which the Parent can either give or deny permission for the Child to become a member. By granting Parental Consent, the Parent gives permission for site administrators to contact the Child directly through the site and through email and for the Child to participate as a member in all ways available to the member type Youth (11-12). If consent is denied, all information collected from the Child and Parent is deleted from the system completely.

### **Q2. How do we use and share the personally identifiable information that we have collected about Children?**

All personal information we collect for Children (with the exception of screen name/nickname and home state, which are visible only to other registered members) are hidden from all other users except for site administrators. Children under 13 are excluded from the member directory search and may not create Connections with other members. Children are not allowed to exchange messages with other members of the site. Children do have access to message board forums and bulk email (which is always seen by a site administrator.) Children have access to the MYAN store, online event registration, and the online donation section. Parents will be contacted to confirm permission for any special activities, such as event registration, MYAN store purchases or online donations.

OA/MYAN will not disclose, sell or rent any personally identifying information about any member with site sponsors, advertisers linked web sites and/or any third party except as described in this document. Personally identifying information is used by site administrators to contact members about their membership and about events and activities of interest to members. OA/MYAN may compile and use some information, such as demographic information, to illustrate site usage for promotion and/or funding purpose to further the mission of OA/MYAN, but no personal identifiers will be attached to such information. In addition, we may share a Child's personal information with third parties to the extent reasonably necessary to: protect the security of integrity of our sites; to take precautions against liability; to respond to judicial process; or to the extent permitted under provisions of law, to provide information to law enforcement agencies or for an investigation related to public safety. These activities may involve disclosure of a Child's personal information to third parties.

**Q3. How do we notify and obtain consent from parents for the collection of information from their Children?**

There is a step of the registration process requiring Parental Consent. The Child's registration will not be approved until the Parental Consent step is completed, and only if Parental Consent was granted during this step. Parents have the opportunity to decline consent during this step. If Parental Consent is denied, the Child will be contacted directly by email solely for the purpose of notifying the Child that Parental Consent was not granted and their registration was denied. All data collected from the Child and Parent will be deleted from the MYAN.org system. If Parental Consent is granted, the Parent gives permission for site administrators to contact the Child directly and for the Child to participate as a member in all ways available to their member type Youth (11-12). If a Child places a purchase, order or event registration on the site, the Parent will be contacted to confirm the purchase, order or event registration before it is processed. Additionally, if a Child provides valid credit card information on a feature of the site including, but not limited to, the MYAN store or online donations, it will be processed automatically, but any charges will be refunded if upon contacting a parent the permission for the purchase or donation is denied.

**Q4. How can parents access, change or delete personally identifiable information about their Children?**

At any time parents can refuse to permit us to collect further personal information from their child and can request that any personal information we have collected be deleted from our records. We use two methods to allow parents to access, change, or delete the personally identifiable information that we have collected from their Children. Some information is required in order for an individual to be a member, so if a parent wishes to delete that information, the Child may be removed as a member of the site entirely.

1. A parent can access and change his or her Child's personal information by logging on to the Child's account by going to the Home Page of the site and looking on the top right hand side for the Sign In box. The parent will need to have their Child's user name and password. There are instructions on the Home Page in the same box on the right hand side explaining how to recover a password if the child has forgotten it.
2. A parent can contact our site administrator to access, change, or delete the personal information that we have collected from his or her child, including deleting the profile completely. A site administrator can be reached by going to the [Member Cancellation page](#) of the site, or by clicking the Contact Us link found in the bar at the top of the site Home Page or by sending a letter to our mailing address.

**Q5. How will we notify parents if our Privacy Policy for Users Under 13 changes?**

We may amend our Privacy Policy for Users Under 13 at any time. We will provide parents notice by e-mail or regular mail of any material changes in the way we intend to collect, use, and/or share Children's personal information. Please note that, at all times, parents should update their personal information to provide us current e-mail or mailing addresses. We will apply material changes in our Privacy Policy for Users Under 13 only in conformance with applicable law, including any applicable provisions of COPPA that require parental consent.

**Q6. Who do guests contact with questions or concerns about our Children's Privacy Policy?**

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 the Opportunity Alliance  
510 Cumberland Ave.  
Portland, ME 04101

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