

Alliance Française de St. Louis Privacy and Non-Discrimination Policy

The Alliance Française de St. Louis (AFSTL) is strongly committed to protecting the privacy of its online guests, customers, members, donors, and friends. To better protect your privacy, we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage. We do not collect personal information about individuals, such as their names and postal and/or email addresses, except when it is **knowingly provided** by such individuals. We believe that maintaining privacy on the Web is very important and that informing our visitors about the types of information we collect and how we use it is crucial.

When You Complete an Online Survey

The AFSTL occasionally posts surveys on its site. These forms are completely voluntary and may ask about your interests, occupation, and educational background. We use this information only to have a better understanding of persons who are interested in our programs and services and to determine how best to serve them. Specific information collected in these forms is never shared with third parties.

When You Purchase a Membership, Register for Classes or Make a Donation

The AFSTL will ask you to provide the information necessary to process and service your membership: name, billing address, telephone number, email address, and credit card number. For reasons of security, credit card information is not stored permanently on the Web server. You may also be asked for additional information required to complete and service your request, such as the names of your children when joining as a family.

Children 12 and Under

We do not solicit personal information from children. In any section of the site that requests personal information, visitors 12 years of age and under are reminded to obtain permission from an adult before supplying the requested information.

How AFSTL Uses Information Collected on our Website

The AFSTL uses the information you provide so that we can better meet your needs. We do not share the information you provide with any other person or entity outside the AFSTL.

Email Policy

We regularly send email newsletters and email notices of upcoming events to our members or parties who have requested specific categories of information. You may subscribe or unsubscribe to an email newsletter or email notice at any time. Use the Newsletter sign-up button at the bottom of our homepage to subscribe. If you do not wish to receive any emails from the AFSTL, please send an email message to marketing@alliancectl.org with 'Do Not Email' written in the subject line or simply press "Unsubscribe" at the bottom of the email.

When you register for a class at the AFSTL, we encourage you to provide us with an email address at which you can be reached. We will use this email to contact you with important information regarding your class, such as registration confirmation, room & instructor assignment, change in class schedule, cancellations, etc. . . . We will also send you emails about start of sessions, upcoming workshops or classes that may interest you, etc. . . .

We read every email message that we receive. We also try to respond within two business days of receipt. If you email the AFSTL, your message and email address will be forwarded to the appropriate department within the AFSTL. This department may choose to save your information in case you decide to contact us again.

Please feel free to contact us either by telephone or at any of the email addresses posted on this site with any type of question. We will make sure your question or comment reaches the appropriate person.

Non-Discrimination Policy

The AFSTL admits students of any race, color, religion, national origin, ethnic origin, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, race, color, national origin, ancestry, sex, age, disability, or familial status in the administration of its educational policies, admissions policies, and other school administered programs.

Security

The AFSTL makes every effort to ensure that all of the transactions that occur on its website are secure. All credit card numbers submitted to the site are encrypted using "Secure Socket Layer" (SSL) encryption, which is the industry standard for information security and is used by more than 100,000 Web sites in more than fifty countries.

Contact Information

If you have any questions about this privacy policy, our online practices, or your dealings with this website, you may contact:

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