

This Privacy Policy lists the data Polyphony H.S. (d/b/a Polyphony Lit) ("Polyphony" "we," "us," "our") collects at this website and lists our policies and procedures related to that data. By sharing your personal information with us, and by continuing to use our websites, you confirm that you have read and understood the terms of this privacy policy.

This Privacy Policy relates only to Polyphonylit.org and Polyphonyhs.com websites (our "Website") and Polyphony, not to any third party site or service linked to our Website or recommended or referred by us or through our Website.

If you have any questions, comments or concerns about any aspect of this policy or how Polyphony handles your information please email our Privacy Contact at info@Polyphonylit.org.

Why we collect information:

Our mission is to create a high-quality literary magazine written, edited, and published by high school students. Helping young editors and writers improve their literary skills is essential to our mission. We believe this important exchange between young writers and editors provides each with a better understanding of craft, of the writing process. We will use your personal information to support this mission.

If you submit literary or graphical work, we collect certain information (such as name, location and email address) so we can give you editorial feedback and notification if your work is accepted for publication or award and for possible publication in the annual magazine or website and to promote the work of Polyphony.

If you volunteer to be an editor, you may opt in to provide biographical information and a photograph to include on our website, in the annual magazine and to promote the work of Polyphony.

To participate in posting, managing or designing Polyphony's blog, we require you to submit certain information (such as name and email address). Also, we collect biographical information and photos to post on our website. If you want your biographical information and/or photo to be published with your blog post, you will need to opt-in to publication.

We also collect analytical information to provide a better website experience for all of our users.

We collect information in the following ways:

Information you give us. To submit or edit literary or graphical works, we require that you create an online account. When you do, you will see the information that our

contact forms request, such as your name and email address. We also provide the opportunity to sign up for email communications, such as newsletters. We'll also keep track of the mailing lists that you subscribe to on our website. You may always opt out of newsletter communications.

Our Website is not meant to collect data from children under the age of 13. If you know of children's information collected through our Website, please contact us at info@Polyphonylit.org.

Information we get from your use of our website. We collect information about how and when you use our website. This information includes:

Usage Information:

We place a cookie on your device when you use our website. "Cookies" are small text files that websites save onto your device via your web browser. We use the cookie to identify you when you return to our website using the same device.

We store how you interact with our website to personalize content to be delivered based on your historical interaction with our website. This includes web pages visited on our website and links clicked, time on web page, and how often you visit our website. We also how you were directed to our website and whether and whether you engaged with emailed content.

Do Not Track ("DNT") is a setting in a web browser that directs websites not to track your behavior. You can activate the DNT settings through most browsers. We do not track users across third party websites, so we don't respond to DNT signals.

Device information:

We may collect device-specific information from your web browser, including device model, browser, device operating system, screen size, HTML5 audio and video capabilities. This helps us personalize your experience with our website.

We may also collect your location, including country, region and city, by deriving it from the Internet Protocol address which was used by your device to access our website.

Google Analytics:

A third party vendor used by Polyphony is Google Analytics. For information on how Google Analytics uses data please visit "How Google uses data when you use our partners sites or apps", located at www.google.com/policies/privacy/partners/.

We use information in the following ways:

Information Usage. We use the personal information you share with us and device information that we collect in the following ways:

To communicate with you;

If you submit a literary or graphical work for consideration, we will use your information to contact you about your submission and we may use your biographical information and a photograph on our website, in the annual magazine and to promote the work of Polyphony;

If you volunteer to be an editor, we will use your information to contact you concerning submitted literary works of others for editorial review, and we may use your biographical information and a photograph on our website, in the annual magazine and to promote the work of Polyphony;

If you volunteer to be a blog editor, we will use your information to contact you concerning blog post content, and you may opt in to provide biographical information and a photograph for use on our website and to promote the work of Polyphony;

To provide you with the newsletters that you have subscribed to and other informational communications; and

To customize the way that you interact with our website.

Information Retention.

We retain your personal data so long as it serves the purposes listed in this Privacy Policy, including to send you email notices and other general messages (unless you've unsubscribed), to collect and monitor traffic and other usage statistics at our Website, to retain records of copyright licenses, and to comply with our legal obligations.

We disclose information for the following reasons:

Information Sharing. We do not provide your Personal Information to third parties for their own marketing purposes. We limit our sharing of your Personal Information as follows:

We may share your Personal Information with our service providers, who are bound by self-certification, law or contract to protect your Personal Information and only use your Personal Information in accordance with our instructions.

We may also disclose Personal Information where needed to affect the sale or transfer of business assets, to enforce our rights, protect our property, or protect the rights, property or safety of others, or as needed to support external auditing, compliance and corporate governance functions. We will also always disclose Personal Information when required to do so by law, such as in response to a subpoena, including to law enforcement agencies and courts in the United States and other countries where we operate.

Your Choices:

Limit Disclosures. You can always limit the information you provide to us. You can also limit the communications that we send to you. To opt-out of emails or newsletters, simply click the link labeled “unsubscribe” at the bottom of any communication we send you.

Limit Cookies. In many cases, you can manage cookie preferences and opt-out of having cookies and other data collection technologies used by adjusting the settings on your browser. All browsers are different, so visit the “help” section of your browser to learn about cookie preferences and other privacy settings that may be available.

Wix

Our primary Website is hosted on the Wix system, provided by a company called Wix.com Ltd. Data collected through our Website for newsletter and blog subscriptions is collected by Wix’s computers. For information on Wix’s privacy practices, please visit Wix.com Privacy Policy at <https://www.wix.com/about/privacy>.

HostMonster

Our Submission Manager is hosted on the HostMonster system, provided by a company called Endurance International Group. Data collected through our Website for submitted literary and graphical works and editing of submitted works is collected by

HostMonster computers. For information on HostMonster's privacy practices, please see Endurance International Group's Privacy Policy at <https://www.endurance.com/privacy/privacy>.

Notice to Residents of Countries outside the U.S.

Polyphony is located in the United States of America. Your Personal Information may be transferred to and processed in the United States. By providing us with your Personal Information, you agree to the use and the collection of your Personal Information by Polyphony and its affiliates and to the transfer of your Personal Information outside the country of your residence as notified in this Privacy Statement.

Wix states that it is certified under the EU-US Privacy Shield Framework and the Swiss-US privacy Shield Framework as set forth by the U.S. Department of Commerce, regarding the collection, use, and retention of personal information transferred from the European Union and Switzerland to the United States. Personal data collected through our Website for newsletter and blog subscriptions may be transferred to the U.S. according to the safeguards of these certification mechanisms.

According to the Endurance International Group Privacy Policy, HostMonster transfers will either (i) be under the Commission's model contracts for the transfer of personal data to third countries (i.e., the standard contractual clauses), pursuant to Decision 2004/915/EC and 2010/87/EU; or (ii) rely on the EU-US Privacy Shield Framework. For more information, please see <https://www.endurance.com/privacy/privacy>. Personal data collected through our Website for use with Submission Manager may be transferred to the U.S. according to the safeguards of these contractual clauses.

Your Rights Under the General Data Protection Regulation ("GDPR")

If you wish to know what personal data we hold about you, to have us remove it, or otherwise to exercise your rights, please contact us at info@Polyphonylit.org.

You also have the following rights related to your personal data, under European Union law:

The right to access, update, or delete your personal data.

The right of rectification—to have your information altered if it is inaccurate or incomplete.

The right to object to our processing of your personal data.

The right of restriction—to request that we restrict how we process your personal data.

The right to data portability—to receive a copy of the information we have on you in a structured, machine-readable, and commonly used format.

The right to withdraw consent to our processing of your personal data.

The right to complain to an EEA data protection authority (a government agency) about our management of your personal data.

Legal Basis for Processing Your Information

Depending on what information we collect from you and how we collect it, we rely on various grounds for doing processing your information under the GDPR, including the following reasons:

Because it is in our legitimate interest to create a high-quality literary magazine written, edited, and published by high school students;

To receive submitted literary and/or graphical works from you; to distribute submitted literary and/or graphical works to editors for review; and to provide feedback to you concerning your submitted literary and/or graphical works; and to contact you regarding publication of your submitted literary and/or graphical works;

To provide submitted literary and/or graphical works to you for editorial review;

Because it is in our legitimate interest to retain records of copyright licenses for submitted literary works; and/or

Because you have provided consent.

Protection of Personal Data

We protect the data you send in contact forms (name and e-mail address) by storing it on password-protected computers and by sharing it only with service providers who have agreed to use it only as we instruct and within the law. However, you should be aware that, once we use information in a contact form to send you an e-mail, that information is outside of our control and our service providers' control and could be compromised online.

We do not directly store the personal data that may be included in usage data collected by cookies and other mechanisms at our site. That data is collected and stored on our behalf by our service providers, including Wix, Host Monster and Google Analytics, under their security procedures.

Unfortunately, we cannot guarantee the security of personal data. By using our Website, you acknowledge and agree that we make no such guarantee and that you use our Website at your own risk.

Changes to this Privacy Statement

From time to time, we may update this Privacy Statement to reflect new or different privacy practices. We will place a notice online when we make material changes to this the Privacy Statement. Additionally, if the changes will materially affect the way we use or disclose previously-collected Personal Information, we will notify you about the change by sending a notice to the primary email address associated with your account.