



Livingston Recreation Department – Privacy Policy

Effective Date: February 1, 2025

The Livingston Recreation Department ("we," "our," or "us") values your privacy and is committed to protecting the personal information you share with us. This Privacy Policy explains how we collect, use, and safeguard your information when you interact with our services, including but not limited to program registration, event participation, and general communications.

1. Information We Collect

We collect personal information in various ways, including when you register for programs, sign up for events, communicate with us, or use our services. This may include:

- **Personal Identifiable Information (PII):** Name, address, phone number, email address, date of birth, and emergency contact details.
 - **Payment Information:** If applicable, we collect payment details for registration fees and facility rentals. However, we do not store credit card information.
 - **Health & Emergency Information:** Certain programs may require relevant medical details, such as allergies or medical conditions, to ensure participant safety.
 - **Communication Records:** Emails, phone calls, text messages, and other correspondence with us.
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2. How We Use Your Information

The information we collect is used to:

- Process program registrations and payments.
 - Communicate updates, schedules, and emergency notifications.
 - Ensure participant safety and provide necessary accommodations.
 - Improve our programs, services, and user experience.
 - Comply with legal obligations and protect against fraud.
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3. Information Sharing & Disclosure

We do not sell, rent, or trade your personal information. We may share your information only in the following circumstances:

- **Service Providers:** We may share necessary details with third-party vendors that assist in delivering our programs, such as payment processors or software providers.
- **Legal Compliance:** If required by law, we may disclose personal information to comply with legal requests, enforce policies, or protect the safety of participants and staff.



- **Emergency Situations:** In the case of a medical emergency, we may share relevant health information with emergency responders or designated emergency contacts.

4. Data Security

We implement appropriate security measures to protect your personal information from unauthorized access, misuse, or disclosure. However, no system can be guaranteed 100% secure, and we encourage users to take precautions when sharing personal details online.

5. Data Retention

We retain personal information only as long as necessary to fulfill the purposes outlined in this policy, comply with legal obligations, or resolve disputes.

6. Your Rights & Choices

You have the right to:

- Request access to the personal information we hold about you.
- Update or correct your information.
- Request deletion of your data where applicable by law.
- Opt out of non-essential communications, including text messages.

To exercise these rights, please contact us using the information provided below.

7. Third-Party Links & External Websites

Our website and communications may contain links to external sites not governed by this Privacy Policy. We are not responsible for the privacy practices of third-party websites.

8. Changes to This Policy

We may update this Privacy Policy as necessary. Any significant changes will be communicated through our official channels. The effective date at the top of this page will indicate the latest revision.

9. Contact Us

For questions or concerns about this Privacy Policy or how we handle your personal information, please contact us at:

Livingston Recreation Department

229 River Drive, Livingston, Montana 59047

rec@livingstonmontana.org

406-223-2233

By using our services, you acknowledge that you have read and understood this Privacy Policy and consent to the collection and use of your information as outlined above.