

## **International Ivy LLC (DBA The Ivy Clubhouse) - Additional Policies, Terms & Conditions:**

- Rules for Participation - It is understood that all students will be treated with respect without regard to race, color, national origin, sex, age or disability. International Ivy LLC reserves the right to dismiss a student without refund of fees if the parent or child does not abide by International Ivy's policies or procedures or if the student's conduct is determined to be detrimental to the well-being of other students or the Program.
- Parents are aware of Program's risks and uncertainties beyond those experienced at home and should speak to their child(ren) about the necessity of abiding by all Program policies and procedures, and assume those risks on behalf of their child(ren)..
- In order to best serve the students, all information requested on the registration should be provided completely and accurately.
- Medical Treatment Policy: As part of the registration process, parents are asked to authorize International Ivy (on behalf of both parents) to arrange for any and all medical care in case of an emergency. In the event the responsible parents/guardians cannot be reached, parents give permission to the medical personnel selected by International Ivy to transport, hospitalize, secure proper treatment for, and to order injections, x-rays, routine test, anesthesia or surgery for the child and to release any records necessary for insurance purposes.
- Security Policy - International Ivy LLC is not responsible for any personal items which are lost, stolen or broken. For security of all students, International Ivy LLC or its agent has the right to search campers' backpacks and other personal belongings. Students are not permitted to use personal cell phones during club meetings.
- Photography Policy - No names would be released with any pictures or videos of students. If parents do not want any pictures or videos of their child(ren) used for website usage or advertising, they must write a note to International Ivy at the time of registration.
- Privacy Policy - We value the privacy of our participating families. International Ivy has strict standards of security to safeguard data. When International Ivy transfers and receives certain types of sensitive information such as financial or health information, it has appropriate security measures in place in its electronic and physical facilities to protect against the loss, misuse or alteration of information. Only authorized employees, representatives or partners may view data and must follow established standards, procedures and laws.

## **Privacy and Security Policy of the Online Registration Company, Administrative Software Applications, Inc.**

- This notice describes the privacy and security policy of Administrative Software Applications, Inc. and all its subsidiaries ("ASA"). It also explains the types of data about visitors that we collect and disclose, with whom that data may be shared, and how we protect that data.
- Our postal address is 1310 Hollenbeck Ave. Suite C, Sunnyvale, CA 94087. We can be reached via e-mail at [info@asacentral.com](mailto:info@asacentral.com) or by telephone at 408-732-8200.
- ASA does not collect any information about visitors to its website except for the domain name the visitor arrived from. If a visitor enters an e-mail address or other demographic information to request further information, ASA will store that information for communication purposes. Upon request ASA will provide website visitors with access to a description of information that ASA maintains about them. Visitors can access this information by e-mail to ASA at the above address or by writing to ASA at the above address. If a visitor does not want to receive e-mail from ASA in the future, please let ASA know by sending ASA an e-mail at the above address.
- ASA does not retain credit card information on payment transactions processed on any of ASA's websites. ASA retains basic demographic information such as name, e-mail and any other information necessary to process the credit card and conduct the transaction. Upon request ASA will provide visitors who process payments with access to a description of information that ASA maintains about them. Visitors can access this information by e-mail to ASA at the above address or by writing to ASA at the above address.

- ASA has strict standards of security to safeguard data. When ASA transfers and receives certain types of sensitive information such as financial or health information, ASA redirects visitors to a secure server on the website. ASA has appropriate security measures in place in its physical facilities to protect against the loss, misuse or alteration of information that have been collected at its website. Only authorized employees or representatives may view data and must follow established standards, procedures and laws.
- ASA does not share data about visitors to its website with other firms, except as required by law or as permitted or requested by the provider of the information. ASA may share data on its software clients with firms that perform marketing services on ASA's behalf. ASA does not partner with or have special relationships with any ad server companies.
- From time to time, ASA may use information provided by visitors for new, unanticipated uses not previously disclosed in this privacy policy. If ASA's information practices change at some time in the future, ASA will post the policy changes to its website to notify visitors of these changes. ASA will only use data for such new purposes that has been collected from the time of the policy change forward. If a visitor to ASA's websites is concerned about how information may be used, the visitor should check back at ASA's website periodically for updates to this privacy and security policy.