



# Privacy Policy

This is the privacy policy of Longwood SBDC. This document explains Longwood SBDC's policies for the collection, use, and disclosure of personal information.

## The Information We Collect

Longwood SBDC collects information by various methods including information actively provided by its lead providers, its customers, and information arising from customer surveys and general feedback.

The types of personal information we collect include name, address, phone number, and email address.

## How We Use This Information

This information is used to aid in the provision of our various products and services, including customer service, accounting, billing, collections, and the marketing of other products and services.

Longwood SBDC may use aggregate or anonymous information for various uses for itself and third parties.

## Who We Share This Information With

Longwood SBDC does not share personal information with any third parties except as disclosed in this policy. Longwood SBDC may provide personal information to subcontractors and professional advisers (which shall be bound by privacy obligations) to assist Longwood SBDC uses disclosed herein.

## **Security**

Personal information is stored in a combination of paper and electronic files. They are protected by security measures appropriate to the nature of the information.

## **Accessing Information**

Individuals may review their personal information contained in Longwood SBDC files by contacting Longwood SBDC. If an individual believes that any of their personal information is inaccurate, we will make appropriate corrections.

## **Cookies**

Cookies are used by Longwood SBDC for the convenience of our users. Cookies automatically authenticate the user. Users have the option to access the Longwood SBDC Web site with the cookie feature turned off. Longwood SBDC also uses anonymous cookies to track user visits and demographics including gender, age, and affinity.

## **Links**

The Longwood SBDC Web site may contain links to information at other Web sites. When you click on one of these links, you are moving to another Web site. We encourage you to read the privacy statements of these linked sites as their privacy policy may differ from ours.

## General

Longwood SBDC may amend this policy from time to time. If such amendments affect how Longwood SBDC uses or discloses personal information already held by Longwood SBDC in a material way, Longwood SBDC will obtain consent.

Notwithstanding the general terms of this policy, the collection, use, and disclosure of personal information may be made outside of the terms herein to the extent provided for in any applicable privacy or other legislation in effect from time to time.

## Contact Us

For more information on Longwood SBDC and privacy please contact us at:

Telephone: 434.395.2086

Fax: 434.395.2359

Web: [sbdc-longwood.com/contact-us/](http://sbdc-longwood.com/contact-us/)