

Privacy Policy

Effective Date: January 1, 2026

We respect your privacy and are committed to protecting the personal information you provide to us. This Privacy Policy explains the types of information we may collect, why we collect it, how we use and share it, how long we retain it, and the steps we take to protect it.

1. Information We Collect

We collect only the information reasonably necessary to provide our services, administer our programs and activities, communicate with individuals, meet applicable requirements, and support our organizational operations.

Depending on how you interact with us, the information we collect may include:

- Name and contact information
- Email address and telephone number
- Demographic information
- Eligibility or participation information
- Information required by funding partners or other authorized organizations
- Documentation or personal identifiers needed for verification or administrative purposes
- Information you voluntarily provide through forms, applications, surveys, communications, or other interactions with us

In some circumstances, we may be required to collect information using specific categories established by a funding partner, regulatory body, or other authorized organization.

2. How We Use Information

We may use the information we collect to:

- Provide and administer our programs, services, and activities;
- Verify eligibility or other required information;
- Respond to inquiries and requests;
- Communicate important information, updates, or instructions;
- Complete enrollment, registration, or other administrative processes;
- Meet reporting, funding, contractual, or legal requirements;
- Evaluate and improve our programs and services; and
- Carry out other legitimate organizational purposes consistent with the reason the information was collected.

We will not use personal information collected for verification or administrative purposes for unrelated advertising or marketing without appropriate authorization.

3. How We Share Information

We may share information with funding partners, service providers, or other authorized organizations when reasonably necessary to provide services, complete verification, administer activities, or meet applicable requirements.

When information is shared, we seek to limit disclosure to the information reasonably necessary for the intended purpose.

We do not sell personal information.

We do not share personal information with third parties for their own advertising, marketing, or commercial purposes except where an individual has expressly authorized such sharing or where otherwise permitted or required by law.

4. Verification Information

When personal information is collected specifically for verification purposes, it will be used only for the applicable verification or related administrative process.

Information may be reviewed or shared with an authorized funding partner or other organization when necessary to complete that verification.

Personal identifiers collected solely for verification purposes will be retained only as long as necessary, based on reporting requirements or where retention is required by law, contract, audit requirements, funding requirements, or another applicable obligation.

5. Retention and Disposal of Information

We retain personal information only for as long as reasonably necessary to fulfill the purpose for which it was collected and to satisfy applicable legal, contractual, reporting, audit, or administrative requirements.

When personal information is no longer required, we take reasonable steps to securely delete, destroy, or otherwise dispose of it.

Information that does not personally identify an individual may be retained for purposes such as reporting, evaluation, research, planning, or improving our programs and services.

6. Information Security

We use reasonable administrative, organizational, and technical measures designed to protect personal information from unauthorized access, use, disclosure, alteration, loss, or destruction.

Access to personal information is limited to individuals and organizations that reasonably need the information to perform authorized functions.

While we take reasonable precautions to protect personal information, no method of electronic transmission, processing, or storage can be guaranteed to be completely secure.

7. Your Information and Choices

We encourage individuals to provide accurate and current information.

You may contact us if you:

- Have questions about the information we collect or how it is used;
- Believe information you provided is inaccurate;
- Have questions about our privacy practices; or
- Wish to request correction or deletion of information, where applicable.

Please be aware that certain information may be necessary to provide a service, complete verification, determine eligibility, or meet legal, contractual, or funding requirements. In those circumstances, choosing not to provide the required information may limit our ability to provide the applicable service or opportunity.

8. Electronic Communications

We may use the contact information you provide to communicate with you about programs, services, applications, registrations, verification, enrollment, requests, or other matters related to your interaction with us.

You are responsible for ensuring that the contact information you provide is accurate and accessible.

9. Third-Party Services

We may use third-party platforms, service providers, or technology systems to administer forms, communications, registrations, or other organizational activities.

These third parties may process information on our behalf as necessary to provide their services. Their handling of information may also be governed by their own privacy policies and terms.

We encourage individuals to review the privacy practices of third-party services when appropriate.

10. Changes to This Privacy Policy

We may update this Privacy Policy periodically to reflect changes in our practices, services, legal requirements, or organizational needs.

When this policy is updated, the effective date at the top of the policy will be revised.

11. Questions or Concerns

If you have questions about this Privacy Policy, the information we collect, or how your personal information is handled, please contact us.

Email: support@nce.center