

# Privacy Policy

Established: April 5, 2018

Ronald Duquette, portraying the Honorable Albert Gallatin, (“Mr. Duquette”, “Mr. Gallatin” “I”, “me”, “my” “us”, “we”, or “our”) operates <http://albert-gallatin-project.com> <http://hon-albert-gallatin.com> and (the "Sites"), and incorporates the related backup sites on GeoCities (<http://geocities.ws/albert-gallatin-project> and <http://geocities.ws/hon-albert-gallatin>) in this Privacy Policy (the “Policy”).

This document (the “Policy”) provides you with basic information regarding my policies for the collection, use, and disclosure of Personal Information we receive from users of the Sites. It is applicable to these Sites and any related site I may establish in the future.

It has been written to reflect that visitors may leave comments regarding topic specific articles (including regarding appearances) and share photographs they have taken at my appearances as a feature on at least one of my sites.

As at least one of my sites is specifically for sharing information about upcoming programs where third parties are involved, the Policy also reflects the necessary data sharing actions related to publicizing the program and other administrative tasks that are handled by Third Parties.

By using the Sites, you agree to the collection and use of information as necessary in accordance with this Policy.

Further, the *Addendum: Privacy and Use Declaration* is an integral part of this Policy.

## **GENERAL**

### **Information Collection and Use**

- On any one of my Sites, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you to respond to your requests.
- Personally identifiable information includes, but is not limited to, your name and email address and/or telephone number ("Personal Information").
- Typically, I only request your email address and/or mailing address (to send you documents via the U.S. Postal Service or an overnight service such as Federal Express).
- Only the information needed for a shipping label is shared with third parties.
- Occasionally, I will request a phone or fax number to facilitate a response to an inquiry you have made.
- We do retain a record of your emails or phone calls to verify that we have responded to you or that you have granted specific permissions.
- I now accept comments on appearances and articles within my sites. At this time, I ask that they be submitted via email, with specific permission requested to post all or a portion of those comments to those sites.
- We are required to post either your initials or a shortened version of your name and a very general indication (no more than the state or country) of your location with comments you have granted us permission to post. We will NOT post your contact information. However, we will retain a log of your email and permission.
- You will be asked to provide your permission for us to utilize your personal information for purposes of responding to you, and for use of the identifiers

noted in the preceding paragraph when we your review of a program or materials you have shared is used within the Sites.

- Only staff noted within the sites are allowed access to your information, primarily myself and my Webmistress. Occasionally, we will need to share some information with our Site Security Manager if a security question arises.
- We make every effort to protect your personal data in accordance with United States and European privacy laws. However, in these rapidly evolving technical times, events do occur that are beyond our ability to predict or control.

### **Photographic and Video Components Featuring Myself and Colleagues**

- Members of my staff providing these services are instructed to avoid clear images that can be exploited by facial recognition software, and to reach out to individuals they do capture in a frame for permission to use the image later whenever possible.
- Frequently photographic and video material featuring myself and various colleagues individually and collectively is provided to us for use by third parties.
- If you are offering photographs or video for our use, please contact the Webmistress ([webmistress@albert-gallatin-project.com](mailto:webmistress@albert-gallatin-project.com)) for instructions as to format and so that you receive proper credit for your material.
- As with any situation involving large groups of individuals, someone may walk into the frame leaving no time to adjust or delay the image capture. Often the individual who moves through a frame cannot be contacted later.
- If I have posted a picture from an appearance that inadvertently includes you, and you strenuously object to an identifiable image of yourself appearing on the Sites, please contact my Site Administrator

(Webmistress) at [webmistress@albert-gallatin-project.com](mailto:webmistress@albert-gallatin-project.com). While we can easily remove a photograph from the Site in a short amount of time, video footage must be appropriately edited to remove any given frame without damaging the underlying audio.

## ***HOSTED PROGRAMS – THE ALBERT GALLATIN PROJECT***

### **Information Collection and Use**

- The General Section of this Policy is incorporated by reference. However, as third parties are necessarily involved with hosted programs, their privacy policies will also be in effect regarding any information needed for program administration, such as registrations and mailings of informational materials.
- The information that may be collected for a hosted program may include the information noted in my General Policy notes, as well as additional information needed to process your reservation to attend the program and payments to speakers and other program specific staff.
- Where third parties are necessarily involved any links within my sites to the administrative aspects of the program will open in a separate tab and/or an email address you may use to request information will be provided.
- If you have requested program information, we may ask the hosting party to forward that to you on our behalf.
- If you ask to “subscribe” to updates related to the Albert Gallatin Project in general, your contact information will be maintained in an offline database that will be used for that purpose. This database is separate from that retained for administrative functions related to a specific program.
- While we cannot control third party privacy policies, various United States and International laws do apply to these parties regarding how they protect and utilize your personal data that you provide to them. Again, rapidly

evolving technology does mean events do occur that are beyond their ability to predict or control.

- If at any time you are asked by one of these authorized third parties for information you are uncomfortable sharing, please contact me and I will address your issue with the third party on your behalf.

## **Photographic, Audio and Video Components**

- Members of my staff providing these services are instructed to avoid clear images that can be exploited by facial recognition software, and to reach out to individuals they do capture in a frame for permission to use the image later whenever possible.
- Frequently photographic and video material featuring myself and various colleagues individually and collectively is provided to us for use by third parties.
- As with any situation involving large groups of individuals, someone may walk into these scenes leaving no time to adjust or delay the image capture. Often the individual who moves through a frame cannot be contacted later.
- If I have posted a picture from an appearance that inadvertently includes you, and you strenuously object to an identifiable image of you appearing on the Site, please contact my Site Administrator (Webmistress) using the email address at the end of this document. While we can easily remove a photograph from the Site in a short amount of time, video footage must be appropriately edited to remove a particular frame without damaging any underlying audio.
- The program host may also have recording teams providing these services for their institution. These technicians are NOT part of my staff. I will be coordinating with the host recordings supervisor to have final approval of

any material that is posted by them. REMINDER: The hosting institution does have control of the material captured by their assigned technicians.

## ***TECHNICAL MATTERS RELATED TO BROWSERS***

### **Log Data**

For your information, this is information that your browser may send whenever you visit my Site ("Log Data") if it is collected. This occurs on most sites you visit.

This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the page of my Site that you visit, the time and date of your visit, the time spent on those pages and other statistics. These statistics are useful for troubleshooting search engine results by Google, Bing, Yahoo and similar services, and for the browser services to determine issues they may be having with loading certain types of pages.

### **Communications**

I use your Personal Information to contact you with information that you have requested from me. It is NOT shared with third parties except as noted previously. If you receive a contact from a party not specifically listed in one of my sites for a program or event, or you have not requested information about the matter directly from that third party, please contact us immediately. Do NOT respond to the contact without more information from us.

### **Cookies**

- Cookies are files with a small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. This is a frequent practice on the internet.

- Unlike many sites, I do not use "cookies" to collect information.
- You can also instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of my Sites due to your browser's protocols and/or settings.

## **I DO NOT ALLOW THIRD PARTIES TO ADVERTISE OR PLACE COOKIES ON MY SITES.**

### **Links to Other Sites and Resources**

- I do provide links to other sites and resources, including sites belonging to my associates and friends.
- I also provide links to venues where I will be appearing, and to videos related to appearances that can be found on YouTube and other services of that nature.
- From time to time, I also provide links to resources regarding the historic persons portrayed or historic events.
- If you access one of these sites, their Privacy Policies prevail while you visit. I do not control the Privacy Policies of those third-party sites. Please review those carefully so you can decide if you want to continue your visit to those sites.

### **Security**

- Malicious and/or unauthorized modifications to my Site by outside parties are tracked, and automatically reported to law enforcement for investigation and prosecution under applicable United States laws.

- The security of your Personal Information is important to us. Remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure.
- If at any time you receive an unsolicited email from a Third Party claiming to be associated with my sites that requests Personal Data, please contact us before responding.
- In the future, we may retain the services of a consolidating service to handle comments, but the service will be clearly identified and notice will be provided at the beginning the Comments section for any given article.
- While I and my staff strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.
- We make every effort to store any Personal Information in an offline database, but ONLY if you have asked us to send you informative material about future events, or to subscribe to any future newsletters.
- We do retain e-mails we receive to verify that we have responded to your inquiry, as well as for post-event review by my staff and/or event hosts.

### **Changes to This Privacy Policy**

- This Privacy Policy is effective as of April 5, 2018. It will remain in effect except with respect to any published changes in its provisions in the future, which will be in effect immediately after being posted on the Sites.
- I reserve the right to update or change this Privacy Policy at any time, and you should check this Privacy Policy periodically.
- Your continued use of the Site after any modifications are posted to the Privacy Policy in this document will constitute your acknowledgment of the



modifications and your consent to abide by and be bound by the modified Privacy Policy.

- If I make any material changes to this Privacy Policy, those changes will be announced by placing a prominent notice on the Home Page of this Site.

## **Contact Us**

If you have any questions about this Privacy Policy, please contact us via e-mail at [ron@albert-gallatin-project.com](mailto:ron@albert-gallatin-project.com) or the Webmistress at [webmistress@albert-gallatin-project.com](mailto:webmistress@albert-gallatin-project.com). My mailing address is:

Ron Duquette  
6805 Bulkley Rd.  
Lorton, VA 22079

## ***ADDENDUM:***

### **Privacy and Use Declaration:**

- Without express permission granted by the individual during correspondence with staff and/or sent to program related email addresses noted in these Sites, or submitting forms associated with a specific aspect of the Albert Gallatin Project, your information will only be added to a master database that is maintained offline for in-house reference purposes or requested future information.
- You must specifically state what information we have permission to share with the organizations associated with a specific program as they are handling some of the communications and administrative processes related to the program.
- If you are a presenter or registering to attend a program, the registration forms will provide you with the necessary information for the sponsoring institution to process your payment, contact you to confirm your registration, send you a receipt (or pay you in the case of presenters), and provide you with updated information as it becomes available.

- Presenters and paid event staff will be asked for additional information required by tax authorities related to processing your fees. You will be furnishing this using standard forms issued by the relevant taxing authority that must be submitted to the taxing authority by the institution providing your payment.
- If you came to this site after viewing one of our social media accounts, you will be able to access a form in PDF format relevant to your interest. Please complete the form and return it via email to the email address provided at the top of the form.
- The sponsoring institution is allowed to share only the information necessary to process your registration or commitment as a presenter or paid with those assigned to those tasks and any government tax administration office.
- General biographic information about presenters and those providing display materials or doing "meet and greet" activities will need to be provided to the individuals preparing the schedule and handouts for the program.
- Additional details will be provided to presenters, paid staff and those providing displays. The appropriate Points of Contact will be identified to the presenters, paid staff and display owners.

**FOR ALL:**

- Please note that the presentations and displays will be recorded by various means including but not limited to audio, photographic and video formats.
- To the extent possible, Albert Gallatin Project staff will be making these recordings on behalf of the Albert Gallatin Project, Ron Duquette (Albert Gallatin), and other presenters.
- Every effort will be made to avoid audience images that can be reviewed with facial recognition software to identify specific persons in a photograph or specific video frame.
- If you volunteer to take pictures we can use after the program, please follow the guidelines above regarding crowd photos that are being used by my staff.

- You will be provided an email address for supplying the necessary contact information and permissions for using your comments, photographs, footage or other materials on the various sites associated with the Albert Gallatin Project and the hosting institution."