

# Sejong Writing Competition Privacy Policy

## Effective Date: Jan 7, 2025

The Sejong Cultural Society ("we," "us," "our") respects the privacy of children participating in the Sejong Writing Competition and is committed to complying with the Children's Online Privacy Protection Act (COPPA). This Privacy Policy explains our information practices for personal information collected online from children under the age of 13.

## Information We Collect

In connection with the Sejong Writing Competition, we collect the following information from children under 13:

- **Child's Name**
- **Child's Date of Birth** (to verify age)
- **Child's (or parent's) Email Address**
- **Home City**
- **Home State**
- **Name of School**
- **School City**
- **School State**
- **Teacher's Name**
- **Teacher's Email Address**

## How We Use the Information

We use the collected information solely for the purpose of administering the Sejong Writing Competition. Specifically, we:

1. Verify eligibility based on age.
2. Communicate with participants and their parents or guardians and teachers about the competition.
3. Recognize and acknowledge competition participants, winners, and their schools where appropriate.

## From the winners, we collect the following additional information:

- **Winner's Statement**
- **Photograph (Headshot)**
- **Home Mailing Address**

The winners' statements and headshots will be posted on our website. Home mailing addresses will be used to mail the winners' certificates and prizes.

## Information Sharing

We do **not** share, sell, or disclose any collected information with outside entities. All information is kept strictly confidential and used only by authorized personnel of the Sejong Cultural Society for competition purposes.

## **Parental Consent**

Under COPPA, we are required to obtain verifiable parental consent before collecting personal information from children under the age of 13. Parents or guardians must provide their consent on the application form before their child's information is collected and processed. If we do not receive consent, the child's entry will not be considered.

## **Data Retention**

We retain the collected information for as long as necessary to fulfill the purposes for which it was collected, comply with legal obligations, resolve disputes, and enforce our agreements. Once the competition concludes and any associated records are no longer needed, we securely delete the data after 20 years.

## **Parents' Rights**

As a parent or guardian, you have the right to:

1. Review the personal information we have collected about your child.
2. Request that we delete your child's personal information.
3. Withdraw your consent for further collection or use of your child's information.

To exercise these rights, please contact us at:

**Email:** SejongCulturalSociety@gmail.com

**Mailing Address:** 606 Forest Road. Glenview, IL 60025

**Phone:** 312-203-5587

## **Security Measures**

We implement reasonable security measures to protect the confidentiality, integrity, and availability of the personal information we collect. However, no method of transmission over the internet or electronic storage is 100% secure, and we cannot guarantee absolute security.

## **Updates to This Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or applicable laws. We encourage you to review this policy periodically for the latest information about our privacy practices.

## **Contact Us**

If you have any questions or concerns about this Privacy Policy or our information practices, please contact us at:

**Email:** SejongCulturalSociety@gmail.com

**Mailing Address:** 606 Forest Road. Glenview, IL 60025

**Phone:**