

# Covina Downtown Merchants Association | www.covina.com

## Privacy Policy: Personal Data Collection and Use Chart

Last Updated: May 29th, 2018

Source <i>How was this data collected?</i>	Personal Data <i>What data are you collecting?</i>	Reason <i>Why are you collecting this data?</i>	Handling <i>How will you store the data, how will you process it, and who has access to it?</i>	Disposal <i>When is this data disposed?</i>	Consent Obtained	Subject is Over 13 years	Mission Critical Data	Sensitive Personal Data
<ul style="list-style-type: none"> <li>• Contact Form</li> <li>• Direct Email</li> <li>• Newsletter or Subscription Form</li> </ul>	<ul style="list-style-type: none"> <li>• Email Address</li> <li>• Full Name</li> <li>• IP Address</li> <li>• Phone Number</li> </ul>	<p>We need this data to communicate with you. This is how we take business inquiries and answer questions about our products and services.</p>	<ul style="list-style-type: none"> <li>• The data will be stored in a Wordpress Database on a Virtual Private Server (not shared hosting). Site Admins have access to the data to sell services or product and/or communicate with you.</li> </ul>	<ul style="list-style-type: none"> <li>• The data will be disposed of upon request.</li> </ul>	✓	✓	✓	
<ul style="list-style-type: none"> <li>• Order form (filled out when purchasing our product or service)</li> </ul>	<ul style="list-style-type: none"> <li>• Credit Card information</li> <li>• Billing Address</li> <li>• Shipping Address</li> </ul>	<p>We need this data to process your order and deliver your product/service.</p>	<ul style="list-style-type: none"> <li>• The data will be stored in a Wordpress Database on a Virtual Private Server (not shared hosting). Site Admins have access to the data to sell services or product and/or communicate with you.</li> </ul>	<ul style="list-style-type: none"> <li>• The data will be disposed of upon request.</li> </ul>	✓	✓	✓	