

# Privacy Policy as of August 7, 2020

## Who we are

Tonalibus is a 2020 creation of Ulrico Sacchet. Contact information can be found in the impressum on the [contact](#) page of this website <https://tonalibus.org> — <https://tonalibus.com> — <https://tonalibus.ch>

## What personal data we collect and why

This website is built on WordPress, which by default does not collect personal data about visitors. We collect only personal data explicitly provided by users, e.g., on a contact, application, request, inquiry, or comment screen, or with a newsletter subscription. Some plugins may collect additional data as stated below.

### Comments

When the comment capability is enabled anywhere on this site and visitors leave comments, we collect the data shown in the comments form, the visitor's IP address, and browser user agent string to help detect spam.

An anonymized string created from your email address (a hash) is then sent to the Gravatar service to see if you are using it (see [Gravatar service privacy policy](#)). After approval of your comment, your profile picture may be visible to the public along with your comment.

### Media

When uploading images to the website, you may avoid uploading images with embedded location data (EXIF GPS). Users can download and extract the location data from such images.

## Contact, application, request, and inquiry forms

Data input forms on this website require you to explicitly confirm your agreement with Tonalibus' use of the personal data you provide to follow up and process your request or requests. When submitting a contact, application, request, or inquiry form, your personal data, e.g., name and e-mail address, will be retained and used to process your request. Such information will be erased when no longer needed and will not be used for any other purpose.

### Newsletter subscriptions

Following your newsletter subscription on our website, you have to confirm your subscription and e-mail address by clicking on a link to our website that Tonalibus automatically sends to the e-mail address you provided. This confirmation will activate your Tonalibus newsletter subscription, which remains inactive up to that point. Each newsletter includes an unsubscribe link on the bottom that can be clicked on to get unsubscribed. MailPoet, the newsletter plugin Tonalibus uses, routinely collects data on whether a

newsletter e-mail is clicked on, opened, etc. Tonalibus uses such data only to get an overview of how well a newsletter issue was received.

## **User authentication**

To verify user authenticity before accepting input in any form, the function used to accept newsletter subscriptions, as well as all data input screens on this website explicitly use a simple version of Google reCAPTCHA. See Google's [Privacy Policy](#) and [Terms of Service](#).

## **Cookies**

If you leave a comment on this website you may opt-in to saving your name, email address and website in cookies. Such cookies are for your convenience, so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If we offer a login page on this site and you visit it, we set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser. When you log in, we set up cookies with your login and your screen display information. Login cookies last for two days, screen options cookies for a year.

## **Caching**

This website utilizes LiteSpeed Cache in order to facilitate faster response times and improve user experience. Caching may store duplicate copies of pages on display on this website. Cache files are temporary and not accessed by third parties, except as necessary to obtain technical support from the cache plugin vendor. Cache files expire regularly.

## **Embedded content from other websites**

Articles on this website may include embedded content such as videos, images, articles, etc. from other websites. Such content may behave the same way as if you visited the other website. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content.

## **Analytics**

This website's hosting provider, Cyon, uses AWStats to collect anonymous analytics data of visitor sessions, such as their time and duration, the browsers and systems used, as well as originating IP addresses and regions through the AWStats extension geoipfree. This data is used to compile website usage statistics and to improve site performance.

## **Who we share your data with**

We do not share your personal data with anyone, except if you request it or to the extent required to address and fulfill your requests.

## **How long we retain your data**

If you leave a comment, the comment and its metadata are retained indefinitely — so we may recognize and approve follow-up comments automatically instead of holding them in a moderation queue.

Personal data received through a contact, request, or inquiry form will be retained for about six months or as long as needed to fulfill your request. Analytics records will be retained for roughly a year, whereas application form records will be retained for at least three years to facilitate eventual renewals. Service or donation records will be retained for ten years to fulfill legal requirements. Then they will be erased. Tonalibus will regularly purge the data of unsubscribed and inactive users from its newsletter mailing list, at least twice a year.

## **What rights you have over your data**

If you have left a comment or used a contact, application, request, or inquiry form, you can request to receive the personal data we hold about you and you have provided. You can also request that we erase any personal data we hold about you. However, this does not include any data we are obliged to keep for administrative, legal, or security purposes.

## **Where we send your data**

As stated, we do not pass on any personal data, except that visitor comments may potentially be checked through an automated spam detection service.

## **How we protect your data**

The data on this website is protected by strong passwords.

## **Our contact information**

Please address questions to Ulrico Sacchet at [ulrico@tonalibus.org](mailto:ulrico@tonalibus.org)