

WAIALUA COMMUNITY ASSOCIATION

A Hawaii Nonprofit Corporation | 501(c)(3)
66-434 Kamehameha Hwy, Haleiwa, HI 96712
waialuacommunityassociation.org

PRIVACY POLICY

Effective Date: June 10, 2025

Last Revised: June 10, 2025

1. Introduction and Scope

The Waialua Community Association (“WCA,” “we,” “our,” or “us”) is a Hawaii nonprofit corporation organized under HRS Chapter 414D and recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. WCA is committed to protecting the privacy of individuals who interact with our website located at waialuacommunityassociation.org (the “Site”).

This Privacy Policy describes: (a) what personal information WCA collects through the Site; (b) how WCA uses and shares that information; (c) the third-party service providers that process data on WCA’s behalf; (d) your rights with respect to your personal information; and (e) how to contact us with questions or requests.

This Privacy Policy applies only to information collected through the Site. It does not apply to information collected offline, by telephone, or through in-person interactions at WCA’s facility. By using the Site, you consent to the data practices described in this Policy.

2. Information WCA Collects

2.1 Information You Provide Directly

WCA collects personal information that you voluntarily submit through the Site’s online forms. Depending on the transaction, this may include:

- Full name
- Mailing address (required for membership enrollment for parking sticker delivery)
- Email address
- Phone number
- Payment information (processed by PayPal; see Section 5)
- Type and amount of transaction (donation, membership, facility rental, car wash, balance payment)
- Event details submitted in facility rental inquiry forms

2.2 Information Collected Automatically

When you visit the Site, certain technical information may be collected automatically by the Wix hosting platform and Web3Forms, including:

- Internet Protocol (IP) address

- Browser type and version
- Device type and operating system
- Pages visited and time spent on pages
- Referring and exit URLs
- Date and time of visit

This automatically collected information is used for security, spam prevention, and site analytics purposes. It is not linked to your personal identity by WCA.

2.3 Information We Do Not Collect

WCA does not collect Social Security numbers, government-issued identification numbers, or sensitive financial account information. WCA does not store credit card or banking information on its own servers. WCA does not knowingly collect personal information from children under the age of 13 in compliance with COPPA, 15 U.S.C. § 6501 et seq.

3. How WCA Uses Your Information

WCA uses the personal information collected through the Site for the following purposes:

- **Transaction fulfillment:** Processing donations, membership enrollments, facility rental payments, car wash payments, and balance payments.
- **Donor acknowledgment:** Issuing written tax acknowledgments as required by IRC § 170(f)(8) for donations of \$250 or more.
- **Membership administration:** Issuing annual membership cards and parking stickers; maintaining membership records.
- **Facility rental coordination:** Confirming reservations, communicating event requirements (insurance, deposits, curfew rules), and processing post-event security deposit returns.
- **Communications:** Responding to inquiries submitted through the Site's contact or rental forms. WCA does not use your email address for unsolicited marketing without your affirmative consent.
- **Legal compliance:** Maintaining records required by IRS regulations, Hawaii nonprofit law (HRS Chapter 414D), and applicable tax-exemption requirements.
- **Fraud prevention and security:** Detecting and preventing fraudulent transactions or abuse of the Site.

4. Form Submission Processor: Web3Forms

WCA uses Web3Forms (web3forms.com) as the backend processor for online forms submitted through the Site. When you submit any form on the Site, your submission data is transmitted through Web3Forms' servers before delivery to WCA.

The following Web3Forms data practices are material to your privacy:

- **Data retention:** Form submissions are stored on Web3Forms servers for 30 days (free plan) or 1 year (paid plan) and are automatically deleted after the applicable retention period.

- **Data storage:** Submissions are stored in an encrypted database hosted on Amazon Web Services (AWS) infrastructure located in the United States.
- **Spam prevention:** Web3Forms shares submitter IP addresses and email addresses with two spam-filtering subprocessors: CleanTalk (cleantalk.org) and Akismet (Automattic, Inc.). These services evaluate submissions for spam, abuse, and phishing patterns.
- **No data sale:** Web3Forms does not sell or share form submission data with third parties for commercial purposes beyond the spam prevention services identified above.
- **Optional integrations:** WCA does not currently enable Web3Forms integrations with Google Sheets, Telegram, Discord, or Slack. If WCA enables any such integration in the future, this Policy will be updated to reflect that data flow before activation.

Web3Forms' full Privacy Policy is available at: <https://web3forms.com/privacy> (last updated December 9, 2025). By submitting a form on the Site, you acknowledge that your submission data will be processed by Web3Forms in accordance with their Privacy Policy.

5. Payment Processor: PayPal

All payment transactions on the Site are processed by PayPal, Inc. WCA does not receive, store, or process credit card numbers, debit card numbers, or bank account information. Payment data is transmitted directly to PayPal's servers using PayPal's secure payment interface.

PayPal's Privacy Statement governs the collection and use of payment information and is available at: <https://www.paypal.com/us/legalhub/privacy-full>. PayPal may retain transaction records in accordance with its own data retention policies and applicable financial regulations.

WCA receives transaction confirmation details from PayPal (such as transaction ID, amount, and your name) sufficient to fulfill your transaction and maintain WCA's financial records.

6. Website Hosting: Wix

The Site is hosted on the Wix platform (wix.com). Wix may collect technical and usage information as described in Wix's Privacy Policy, available at: <https://www.wix.com/about/privacy>. Wix's servers are located in the United States.

Wix uses cookies and similar tracking technologies to operate and improve its platform. By using the Site, you consent to Wix's use of cookies consistent with Wix's Cookie Policy. You may adjust cookie preferences through your browser settings; however, disabling cookies may impair certain Site functionality.

7. Disclosure of Personal Information

7.1 No Sale of Personal Information

WCA does not sell, rent, trade, or otherwise transfer your personal information to third parties for commercial purposes. WCA is a 501(c)(3) nonprofit organization and does not engage in data monetization.

7.2 Service Providers

WCA shares personal information with third-party service providers only to the extent necessary to fulfill your transaction or operate the Site. Current service providers with access to submission data are:

- **Web3Forms** — form backend processor (see Section 4)
- **CleanTalk** — spam prevention subprocessor (via Web3Forms)
- **Akismet / Automattic, Inc.** — spam filtering subprocessor (via Web3Forms)
- **PayPal, Inc.** — payment processor (see Section 5)
- **Wix.com Ltd.** — website hosting platform (see Section 6)

7.3 Legal Disclosure

WCA may disclose personal information if required to do so by law, subpoena, court order, or governmental authority, or if WCA believes in good faith that such disclosure is necessary to: (a) comply with applicable law; (b) protect and defend the rights or property of WCA; (c) prevent or investigate possible wrongdoing in connection with the Site; or (d) protect the personal safety of Site users or the public.

7.4 Organizational Transfers

In the event WCA merges with, transfers substantially all of its assets to, or is succeeded by another nonprofit organization, personal information held by WCA may be transferred as part of that transaction, subject to the successor organization's agreement to honor this Privacy Policy or provide you with notice and a new privacy policy.

8. Data Retention

WCA retains personal information for the period reasonably necessary to fulfill the purposes described in this Policy, comply with legal obligations, resolve disputes, and enforce agreements. General retention guidelines are as follows:

- **Donation records:** Retained for a minimum of 7 years to comply with IRS record-keeping requirements applicable to 501(c)(3) organizations.
- **Membership records:** Retained for the duration of active membership plus 3 years.
- **Facility rental records:** Retained for 3 years following the rental date.
- **Form submission data on Web3Forms servers:** Automatically deleted after 30 days (free plan) or 1 year (paid plan) by Web3Forms.
- **Payment transaction records:** Retained as required by PayPal's policies and applicable financial regulations.

When personal information is no longer needed for the purposes for which it was collected, WCA will securely delete or anonymize it.

9. Data Security

WCA uses commercially reasonable administrative, technical, and physical safeguards to protect personal information against unauthorized access, alteration, disclosure, or destruction. These measures include:

- HTTPS encryption for all data transmitted through the Site
- AWS-hosted encrypted storage of form submissions (via Web3Forms)
- Limiting access to personal information to WCA officers and staff with a need to know
- Use of reputable third-party service providers with their own security programs

No method of electronic transmission or storage is completely secure. WCA cannot guarantee absolute security and is not liable for unauthorized access resulting from circumstances beyond WCA's reasonable control. If you believe your personal information has been compromised, contact us immediately at the address in Section 12.

10. Your Rights and Choices

10.1 Access and Correction

You may request access to, or correction of, the personal information WCA holds about you by contacting us at the address in Section 12. WCA will respond to verified requests within a reasonable time, not to exceed 30 days.

10.2 Deletion

You may request deletion of your personal information from WCA's records, subject to WCA's legal obligations to retain certain records (e.g., IRS-required donation records). WCA will inform you if deletion of requested information is restricted by law.

10.3 California Residents — CalOPPA and CCPA

California's Online Privacy Protection Act (CalOPPA) requires that any operator of a website that collects personally identifiable information from California residents post a conspicuous privacy policy. This Policy satisfies that requirement.

Under the California Consumer Privacy Act (CCPA), California residents have the right to: (a) know what personal information is collected and how it is used; (b) request deletion of personal information; and (c) opt out of the sale of personal information. WCA does not sell personal information. To exercise CCPA rights, submit a written request to the address in Section 12.

10.4 Do Not Track

The Site does not currently respond to browser Do Not Track (DNT) signals. WCA does not engage in cross-site tracking of users.

10.5 Email Communications

If WCA sends you email communications regarding your transaction or membership, you may opt out of future non-essential communications by contacting us at the address in Section 12. You may not opt out of transactional communications directly related to your pending transaction (e.g., payment confirmation, booking confirmation).

11. Children's Privacy

The Site is not directed to children under the age of 13. WCA does not knowingly collect personal information from children under 13. If you are a parent or guardian and believe that your child has submitted personal information through the Site, please contact us immediately at the address in Section 12. WCA will take prompt steps to delete such information from its records.

Consistent with the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. § 6501 et seq., WCA will not knowingly retain personal information collected from a child under 13 without verifiable parental consent.

12. Contact Information

To exercise your privacy rights, submit a data access or deletion request, report a concern about WCA's data practices, or ask questions about this Privacy Policy, please contact:

Waiialua Community Association
Attn: Privacy Officer
66-434 Kamehameha Hwy
Haleiwa, HI 96712
wca66434@gmail.com

All formal written requests will receive a response within 30 days of receipt.

13. Changes to This Privacy Policy

WCA reserves the right to update this Privacy Policy at any time. When WCA makes material changes, WCA will post the revised Policy on the Site and update the "Last Revised" date at the top of this document. For significant changes affecting how WCA uses personal information already collected, WCA will make reasonable efforts to notify affected Users by posting a notice on the Site's homepage for a minimum of 30 days prior to the effective date of the change.

Your continued use of the Site after any changes are posted constitutes your acceptance of the revised Privacy Policy. If you do not agree to the revised Policy, you must discontinue use of the Site.

14. Governing Law

This Privacy Policy is governed by the laws of the State of Hawaii. Any disputes arising under this Policy shall be subject to the exclusive jurisdiction of the state and federal courts located in Honolulu, Hawaii.

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