



# Privacy Policy

**Effective date:** July 25, 2026

**Last updated:** July 25, 2026

Write2Ignite respects your privacy and is committed to handling personal information responsibly. This Privacy Policy explains what information we collect through our website, programs, events, and communications; how we use and share that information; and the choices available to you.

## Who We Are

**Organization:** Write2Ignite

**Website:** <https://write2ignite.com>

**Organization type:** Nonprofit organization

Write2Ignite is recognized by the Internal Revenue Service as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and is classified as a public charity under Section 509(a)(2). Contributions may be tax-deductible to the extent permitted by law.

**Privacy contact:** [contact@write2ignite.com](mailto:contact@write2ignite.com)

**Mailing address:** 1201 Humbert Road, Ware Shoals, SC 29692

In this policy, “Write2Ignite,” “we,” “us,” and “our” refer to Write2Ignite.

## Information We Collect

The information we collect depends on how you interact with Write2Ignite.

## Information You Provide

We may collect personal information when you:

- contact us or submit a website form;
- subscribe to a newsletter or mailing list;
- register for a Master Class, workshop, conference, or other event;
- become a member or renew a membership;
- participate in a critique group or other program;

- create or maintain a website account;
- make a payment or donation;
- submit an article, manuscript, photograph, biography, or other material;
- respond to a survey or provide feedback;
- communicate with us by email or another method.

This information may include:

- your name;
- email address;
- telephone number;
- mailing address;
- membership, student, or attendance status;
- program and registration selections;
- newsletter preferences;
- account and profile information;
- messages, questions, and correspondence;
- submitted writing, photographs, biographies, or other content;
- payment amount, payment status, and transaction information;
- any other information you choose to provide.

Please do not submit sensitive personal information unless it is reasonably necessary for the purpose of the form or communication.

## **Information Collected Automatically**

When you visit our website, our website and service providers may automatically collect certain technical information, including:

- your Internet Protocol address;
- browser and device type;
- operating system;
- pages visited and links selected;
- the referring website;
- the approximate date and time of your visit;
- cookie and similar technology information;
- security, error, and website activity logs.

We use this information to operate, secure, maintain, and improve the website and to understand how visitors use it.

## How We Use Your Information

We may use personal information to:

- respond to questions and requests;
- process memberships, registrations, donations, and payments;
- administer Master Classes, critique groups, events, and other programs;
- communicate with participants before and after an event;
- provide confirmations, receipts, reminders, and program materials;
- manage user accounts and website access;
- send newsletters and other communications you have requested or agreed to receive;
- review and publish submitted material;
- maintain organizational, financial, and attendance records;
- improve our website, programs, resources, and communications;
- prevent fraud, spam, abuse, and security incidents;
- protect the rights, safety, and property of Write2Ignite and others;
- comply with legal, accounting, reporting, and administrative obligations.

We do not sell or rent personal information.

## Master Classes, Events, Photographs, and Recordings

Write2Ignite Master Classes and other events may be photographed, screen-captured, audio-recorded, or video-recorded.

Images and recordings may be used for purposes such as:

- delivering a program or recording to registered participants;
- documenting Write2Ignite programs and activities;
- creating educational or archival materials;
- sharing news about Write2Ignite;
- promoting future classes, events, memberships, or programs;
- publication on our website, newsletters, email communications, or social-media accounts.

When appropriate, Write2Ignite will provide notice and request permission through the applicable registration form or a separate media release.

We will not knowingly use an identifiable photograph, video, or audio recording of a child for promotional purposes without permission from the child's parent or legal guardian.

Participants who have questions or concerns about photography or recording should contact us before the event at [contact@write2ignite.com](mailto:contact@write2ignite.com).

## Email and Newsletter Communications

When you subscribe to a Write2Ignite newsletter or agree to receive organizational updates, we may use your name, email address, and subscription preferences to send those communications.

You may unsubscribe from promotional or newsletter emails at any time by using the unsubscribe link included in the email or by contacting us.

Unsubscribing from promotional email does not prevent us from sending necessary administrative or transaction-related communications, such as:

- registration confirmations;
- payment receipts;
- class information and reminders;
- membership notices;
- account or security messages;
- direct responses to your questions.

Promotional email recipients retain the right to unsubscribe even when they are members, subscribers, or past participants. The CAN-SPAM Act distinguishes promotional messages from certain transactional or relationship messages and requires an effective opt-out method for commercial email.

## Payments and Donations

Payments and donations may be processed through third-party payment providers presented at registration or checkout.

Write2Ignite may receive information such as:

- your name and contact information;
- the payment or donation amount;
- the date and status of the transaction;
- the payment method category;
- a transaction or confirmation number.

Complete payment-card or bank-account details submitted directly to a payment processor are handled according to that provider's terms and privacy practices.

Payments for memberships, events, classes, products, or services are not necessarily tax-deductible as charitable contributions. Donors should consult their own tax advisers regarding deductibility.

## Comments

When visitors leave comments on the website, we collect the information entered in the comment form. We may also collect the visitor's IP address and browser user-agent information to assist with spam detection and website security.

An anonymized string created from your email address, sometimes called a hash, may be sent to the Gravatar service to determine whether you use that service. After a comment is approved, a profile picture associated with Gravatar may be publicly visible beside the comment.

Comments and associated metadata may be retained indefinitely so that we can identify and approve follow-up comments and maintain the discussion and publication record.

Information intentionally included in a public comment will be visible to others. Please do not include private or sensitive information in comments.

**Helen's note:** Keep this section only if comments and Gravatar are active on the rebuilt site.

## Submitted Material and Media

If you upload or provide photographs or other media, please remove embedded location information, such as EXIF GPS data, unless that information is necessary and you intend to share it.

Visitors may be able to download publicly displayed images and extract location or other metadata contained in those files.

Any rights granted to Write2Ignite concerning submitted articles, manuscripts, illustrations, photographs, or other creative work may also be governed by a contributor agreement, submission agreement, event release, or other applicable terms.

## Cookies and Similar Technologies

Cookies are small files stored by your browser. We may use cookies and similar technologies to:

- enable essential website functions;
- maintain login sessions;
- remember preferences;
- improve security;
- prevent spam and abuse;
- understand website activity;
- support embedded content and third-party services.

## Comment Cookies

When you leave a comment, you may be offered the option of saving your name, email address, and website in cookies. These cookies are provided for convenience so that you do not need to enter the same information again when leaving another comment. They may remain for up to one year.

## Login Cookies

When you visit a login page, the site may set a temporary cookie to determine whether your browser accepts cookies. This cookie contains no directly identifying personal information and is discarded when you close your browser.

When you log in, cookies may be used to save your login information and display preferences. Login cookies generally remain for two days, and display-preference cookies may remain for one year. Selecting “Remember Me” may allow your login to remain active for approximately two weeks. Logging out removes the applicable login cookies.

## Publishing Cookies

When an authorized user edits or publishes an article, an additional cookie may be saved in the browser. It contains no personal information and identifies the article that was edited. It generally expires after one day.

## Managing Cookies

You can configure your browser to block or delete cookies. Blocking some cookies may prevent certain website features, logins, forms, or embedded services from functioning properly.

**Confirm before publishing:** whether the site uses analytics, advertising, Meta tracking, Google reCAPTCHA, Cloudflare Turnstile, or other non-essential cookies. Those services should be named here if active.

## Embedded Content and Third-Party Links

Pages and articles may contain embedded content or links from other websites, including videos, images, audio, forms, articles, or social-media content.

Embedded content may behave as though you visited the third-party website directly. Those providers may:

- collect information about you;
- use cookies or similar technologies;
- include additional tracking;

- monitor your interaction with the embedded content;
- associate that interaction with an account you hold with them.

Write2Ignite does not control the privacy practices or content of third-party websites. We encourage you to review their privacy policies before providing personal information.

## How We Share Information

We may share personal information only as reasonably necessary with organizations and individuals that help us operate Write2Ignite, including:

- website hosting and technical-support providers;
- website form and registration services;
- email and newsletter providers;
- payment processors;
- video-conferencing and event platforms;
- website security and spam-prevention providers;
- cloud-storage and administrative service providers;
- contractors, volunteers, instructors, or team members who need the information to carry out their responsibilities;
- accountants, legal advisers, and other professional advisers;
- government agencies, regulators, courts, or other parties when required by law.

Service providers may process information only according to their own agreements, privacy policies, and applicable legal obligations.

We may also disclose information when reasonably necessary to investigate fraud or abuse, protect safety, enforce our agreements, or defend legal rights.

## Where Information May Be Processed

Write2Ignite is based in the United States. Information may be stored or processed in the United States or in other countries where our service providers operate.

Privacy and data-protection laws may differ between jurisdictions. We take reasonable steps to use reputable providers and safeguard personal information under our control.

## How Long We Retain Information

We retain personal information only for as long as reasonably necessary for the purpose for which it was collected and for legitimate organizational requirements.

Retention periods may depend on:

- the nature of the information;
- whether a membership, account, registration, or program remains active;
- financial, accounting, and tax-record requirements;
- publication and contributor records;
- legal obligations;
- dispute resolution;
- fraud prevention and website security;
- whether you have requested deletion.

Examples include:

- comments and associated metadata may be retained indefinitely;
- account information may be retained while the account remains active;
- registration and attendance information may be retained for program administration and organizational records;
- payment, donation, and financial records may be retained as required for accounting, reporting, and legal purposes;
- newsletter information may be retained until you unsubscribe, after which limited suppression information may be retained to honour your request;
- correspondence may be retained for as long as reasonably useful in responding to or documenting the matter.

Deletion rights may not require an organization to remove information it must retain for tax, legal, security, or other legitimate reasons.

## **Data Security**

We use reasonable administrative, technical, and organizational measures designed to protect personal information against unauthorized access, alteration, disclosure, misuse, or loss.

However, no website, electronic transmission, or storage system can be guaranteed to be completely secure. You provide information electronically at your own risk.

## **Children's Privacy**

Write2Ignite supports adults who write, teach, publish, and create for children and young adults. The website and its online services are intended primarily for adults and are not intended for children under 13 to use independently.

We do not knowingly collect personal information online directly from children under 13 without appropriate permission from a parent or legal guardian.

A parent or legal guardian should complete registrations, submissions, and other forms involving a child under 13. When a minor participates in an eligible Write2Ignite activity, additional permission or release forms may be required.

A parent or guardian who believes that a child has provided personal information without appropriate permission should contact us. We will review the matter and take reasonable steps to delete the information when required.

The FTC's COPPA guidance treats a child's name, contact details, persistent identifiers, precise location, and photographs, videos, or audio containing the child's image or voice as personal information. Covered services must give parents notice and obtain verifiable parental consent before collecting such information, subject to limited exceptions.

## Your Choices and Privacy Rights

Depending on the circumstances and applicable law, you may ask us to:

- tell you what personal information we hold about you;
- provide a copy of information you have given us;
- correct inaccurate or incomplete information;
- delete eligible personal information;
- stop or restrict certain uses of your information;
- update your communication preferences;
- unsubscribe you from newsletter or promotional communications;
- withdraw a previous permission for future uses.

These rights may be subject to legal and practical limitations. For example, we may retain information required for accounting, legal, security, publication, or administrative purposes.

To make a privacy request, email [\*\*contact@write2ignite.com\*\*](mailto:contact@write2ignite.com). We may need to verify your identity before completing a request.

## Automated Spam Detection

Visitor comments and form submissions may be checked through automated spam-detection and website-security services. Information submitted through a form may be processed by those services for the purpose of identifying spam, fraud, abuse, or malicious activity.

## Changes to This Policy

We may update this Privacy Policy as our website, programs, or service providers change or as legal requirements develop.

The revised policy will be posted on this page with a new “Last updated” date. When appropriate, we may also provide notice through the website or by email.

## Contact Us

Questions, concerns, and privacy requests may be sent to:

**Write2Ignite**

1201 Humbert Road

Ware Shoals, SC 29692

**Email:** [contact@write2ignite.com](mailto:contact@write2ignite.com)