

Privacy Policy

KYBiz.org — A joint educational resource of the Northern Kentucky University Salmon P. Chase College of Law (“NKU Chase”), through its Small Business and Nonprofit Clinic (“the Clinic”) and the Kentucky Science and Technology Corporation (“the Agency”)

Effective Date: 7/1/2026 | Last Updated: 7/1/2026.

1. Scope of This Policy

This Privacy Policy explains what information KYBiz.org (the “Site”) collects, how it is used, who has access to it, and the choices available to you. It applies to all visitors to the Site, including users of the Site’s messaging feature.

The Site is a joint educational project of NKU Chase and the Agency. As explained below, the **Clinic** is solely responsible for receiving and handling any messages submitted through the Site’s messaging feature; the Agency does not receive or have access to message content or the personal information submitted with it.

This Privacy Policy should be read together with our Terms and Conditions.

2. Information We Collect

a. Information You Provide Directly

If you use the Site’s messaging feature to send a question to the Clinic, we collect the information you choose to submit, which may include:

- **Your name and contact information (such as email address or phone number);**
- **Information about your business or organization;**
- **The content of your message, including any details you share about your legal question or situation.**

You control what you submit. Please see Section 5 of our Terms and Conditions regarding the sensitivity and confidentiality of information shared through the messaging feature — messages are **not** protected by attorney-client privilege unless and until a formal attorney-client relationship is established.

Please avoid submitting sensitive information through the messaging feature unless it is necessary to your inquiry. Sensitive information includes data revealing racial or ethnic origin, religious beliefs, mental or physical health diagnosis, sexual orientation, citizenship or immigration status, and genetic or biometric data. Any sensitive information you choose to submit will be treated with the same access limitations and retention practices described in this Policy, and we will not process it for any purpose other than responding to and recording your inquiry.

How the messaging feature works: The messaging feature is built using an embedded Airtable form (provided by Formagrid Inc., d/b/a Airtable). When you submit a message, your submission

is processed through Airtable, which automatically generates a notification email — containing the information you submitted — directly to the Clinic’s intake inbox. The Clinic treats this emailed copy as the official record of your message for the retention purposes described in Section 5. Airtable’s handling of your submission while it is processed through its platform is governed by Airtable’s own privacy policy, available at <https://www.airtable.com/company/privacy>.

b. Information Collected Automatically

Like most websites, the Site is hosted on a third-party platform, Wix.com, which may automatically collect certain technical information when you visit, such as your IP address, browser type, device type, referring page, and pages viewed. This information is collected and processed in accordance with Wix’s own privacy policy, available at <https://www.wix.com/about/privacy>.

The Site may also use cookies or similar technologies that are strictly necessary for the Site to function properly (for example, to load pages correctly or maintain basic security). These essential cookies do not require your consent under most privacy laws.

c. Analytics and Optional Cookies

The Site uses Wix Analytics, a built-in analytics tool provided by our hosting platform, to help us understand how visitors use the Site (such as which pages are most viewed), so that we can improve our content. Wix Analytics may use cookies or similar technologies to collect information such as your approximate location, device type, and browsing behavior on the Site. You can learn more about how Wix handles this information in Wix’s Privacy Policy, available at <https://www.wix.com/about/privacy>.

3. How We Use Information

We use the information described above to:

- Respond to questions and messages submitted through the Site, where the Clinic is able to do so;
- Operate, maintain, and improve the Site and its educational content;
- Understand how the Site is used through Wix Analytics (see Section 2(C));
- Comply with applicable recordkeeping, ethical, and legal obligations governing the Clinic’s operation as a law school legal clinic;
- Protect the security and integrity of the Site.

We do not use the information you submit for advertising purposes, and we do not sell personal information. For this purpose, a “sale” means the exchange of personal data for monetary consideration, consistent with the definition under the Kentucky Consumer Data Protection Act (KCDPA).

4. Who Has Access to Your Information

- Messages submitted through the Site are received and stored only by the Clinic, on systems maintained by the Clinic and/or NKU Chase. The Agency does not have access to message content or to the personal information you submit through the messaging feature.
- Within the Clinic, access to messages is limited to clinic students, supervising attorneys, and staff involved in reviewing and responding to inquiries, consistent with the Clinic's standard intake practices.
- The messaging feature is powered by Airtable, a third-party form and database provider. Airtable processes your submission and automatically generates the email notification sent to the Clinic's inbox, in accordance with Airtable's own privacy policy (<https://www.airtable.com/company/privacy>).
- Technical information described in Section 2(B) is processed by our third-party hosting provider, Wix, in accordance with its own privacy practices.
- Categories of data shared with third parties: With Airtable, we share the information you submit through the messaging feature (such as your name, contact information, business details, and message content) solely so that your submission can be processed and delivered to the Clinic. With Wix, we share the technical information described in Section 2(B) (such as IP address, browser and device type, and pages viewed). We do not share the content of your messages with Wix. These providers process this information in the United States or other jurisdictions in which they or their subprocessors operate.
- We do not share, sell, or rent your personal information to third parties for marketing purposes.
- We may disclose information if required to do so by law, court order, or valid legal process, or to protect the rights, property, or safety of the Clinic, NKU Chase, the Agency, or others.

A note on public records: Because the Agency is a Kentucky state entity, records held *by the Agency* may be subject to disclosure under the Kentucky Open Records Act. Messages submitted through this Site's messaging feature are not held by the Agency and are not part of Agency records. If you contact the Agency directly through other channels (outside this Site), that communication may be subject to separate Agency recordkeeping and disclosure obligations, which this Policy does not cover.

5. Data Retention

We retain messages and related contact information submitted through the Site in accordance with the Clinic's retention practices, generally for a period of **three (3) years** following the closure of an inquiry, even where no formal attorney-client relationship was established. We retain this information for this period to maintain adequate records consistent with our professional and ethical obligations as a legal clinic. After this period, information is securely deleted or destroyed.

6. Data Security

We use reasonable administrative, technical, and physical safeguards designed to protect the information submitted through the Site from unauthorized access, use, or disclosure. However, no method of electronic transmission or storage is completely secure, and we cannot guarantee absolute security. Please see Section 5 of our Terms and Conditions for important information about the limited confidentiality of messages submitted through the Site.

7. Your Choices and Rights

You may decline to submit personal information through the Site, though this will limit your ability to use the messaging feature.

You may request that we delete contact information or message content you previously submitted, by contacting us using the information in Section 11. We will make reasonable efforts to honor such requests, except where we are required or permitted to retain information for recordkeeping, professional responsibility, or legal compliance purposes (see Section 5).

Kentucky Consumer Data Protection Act (KCDPA): Kentucky's comprehensive consumer privacy law, the KCDPA, applies only to entities that, in a calendar year, control or process the personal data of 100,000 or more Kentucky consumers, or 25,000 or more Kentucky consumers where the entity derives over 50% of its gross revenue from the sale of personal data. The KCDPA also exempts several categories of entities from its requirements, including state agencies, nonprofit organizations, and institutions of higher education. NKU Chase is an institution of higher education, and the Agency is a Kentucky state entity; in addition, based on the Site's anticipated scale, the volume thresholds described above are not expected to be met. For these reasons, the KCDPA's formal requirements likely do not apply to the operation of this Site. We nonetheless aim to honor the spirit of consumer data rights — including reasonable requests to access, correct, or delete your information — as described above.

8. Children's Privacy

This Site is intended for small business owners, entrepreneurs, and professionals, and is not directed to children under the age of 13. We do not knowingly collect personal information from children under 13, and we do not knowingly process such information without verifiable parental consent as required by the Children's Online Privacy Protection Act (COPPA). If you believe a child has submitted personal information through the Site, please contact us so we can delete it.

9. Third-Party Links

The Site may contain links to third-party websites or resources. This Privacy Policy does not apply to those third-party sites, and we are not responsible for their privacy practices. We encourage you to review the privacy policies of any third-party sites you visit.

10. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or for legal or operational reasons. The "Last Updated" date at the top of this page reflects the most recent revision. We encourage you to review this Policy periodically.

11. Contact Us

If you have questions about this Privacy Policy, or wish to make a request regarding your personal information, please contact:

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