



It's Your Sugartown!

Share Your Stories about the village of Sugartown and Historic Sugartown's restoration efforts

The purpose of the ***It's Your Sugartown*** project is to collect and preserve your stories related to the village of Sugartown's history and preservation. Historic Sugartown hopes you will help us create an archive of stories and photographs of life in Sugartown, as well as your memories of Historic Sugartown's efforts to restore the village. The stories and photographs you submit will help Historic Sugartown bring the village's history up to the present, and hopefully help us unearth "new" old photographs that no one has seen before. Whether the photos are from 1880, 1980 or today, we want to hear from you! We envision an open and interactive online collection that our community can enjoy and help build! This project will also support future exhibits about Sugartown's restoration in preparation of Historic Sugartown's 40th Anniversary in 2022.

General Information

Submissions considered for publishing will not be edited for content but may be revised to meet user requests for data omission or for clarity. Submissions that are obscene, sexually explicit, or violent in nature will not be approved for publishing or archival use.

- Submissions will be archived in a digital collection to be featured in a digital exhibition
- Selected submissions may be published and promoted on Historic Sugartown's website and social media platforms
- You retain the rights to your story
- At any time, you have the right to request your story be removed from website

Privacy and Intellectual Rights

All stories submitted will be archived; some stories will be published or "highlighted." You retain copyright over stories and media submitted and also the right to determine how information is shared. Historic Sugartown retains copyright to all other aspects of the project, including but not limited to design, functionality, and images, and the right to decide, based on user agreement, whether a story can be published.

- Information can be submitted anonymously (but some information is required)
- Only share information that you or the original author is comfortable sharing with Historic Sugartown staff and err on the side of providing information that you or the original author is comfortable sharing publicly.
- You will be given certain rights to determine privacy
 - The right to omit some information
 - The right to provide a nickname or alternative name
 - The right to change preferences at any time, have story removed or made anonymous
- Information will only be used for its stated purpose in accordance with this Privacy Policy and the Terms of Use.

Information We Collect:

Personal Data

Data that is personally identifiable may be collected upon submission. Although you retain the right to determine how much personal information is shared, you are discouraged from sharing information that you do not want shared either with HSI staff or publicly.

Personal data collected includes:

- Name
- Age
- Email

Be advised that should you restrict information from being shared, Historic Sugartown reserves the right to determine whether your story can be published or shared on our website or social media.

Non-Personal Data

Some data we collect is anonymous, meaning we can see how a user accessed our form, but we do not know personal data about that user. Note that mixed data we receive (like when you use our form and include both your name and zip code) can be processed separately as personal and non-personal data.

Non-Personal data collected includes:

- Age
- IP address
- Time of form submitted
- Activity within web form

Our servers automatically collect anonymous data about usage of our website and services.

Anecdotal Data

Anecdotal data is information you submit in telling your story (descriptions about your living location, family, or other vaguely identifiable information).

- When [is the story taking place] *
- Where [and connection to Sugartown]
- What Sugartown location or other location within Willistown Township
- Any identifiable or non-identifiable information included within the submitted story or media submitted with the story (user includes information voluntarily with the right to change names to protect identity)

About Third Parties

Historic Sugartown is not responsible for the privacy policies of third parties we use for the purposes of this project:

- Google Services: Google services has its own privacy policy (<https://policies.google.com/privacy/>); consent to our policy is consent to their policy

- Wordpress.com: Wordpress has its own privacy policy (<https://automattic.com/privacy/>); consent to our policy is consent to their policy
- Social Media: Information (with consent) may be shared on social media (social platforms each have their own privacy policies)
- Other: If stories are used to build a digital exhibit in the future, HSI may work with other third-party platforms that have their own privacy policies

Children's Online Privacy Protection Act (COPPA)

COPPA requires that we inform parents and legal guardians about if and how we collect, use, and disclose personal information from children under 13 years of age.

- Only those over the age of 13 may submit
- Stories submitted by authors under the age of 18 will not be published for five (5) years

How we use your information

- Stories, photographs, audio:
 - Photographs, images, audio clips, or quotes from stories may be used for marketing purposes
 - Nothing will be shared without your consent
- Emails will not be shared; they will only be used for communication purposes

How information is shared

- Information is only shared with your consent
- Information will only be used for archival, digital exhibition, and marketing purposes; it will not be sold or disseminated for any other purpose
- Your information may be shared in the following ways:
 - Social Media
 - Our website, HistoricSugartown.org
 - As part of a collection
 - As part of an exhibit

Terms of Use

- We cannot guarantee that this service will work at any time or the way you need it to, and Historic Sugartown (HSI) will not be held liable. You use this service at your own risk.
- HSI staff is not liable for information, or services, materials provided on the website, nor are they liable for anything that happens to you while using our service. Our service is available 'As Is.'
- By using this service, you agree to indemnify, defend, and hold harmless HSI, its staff and trustees from any liability, loss claim, and expense related to your violation of this Terms of Use.
- Use constitutes acceptance: if you don't agree, please don't use our site. Please be advised, obscenity, sexually explicit content, and violence are prohibited.
- Please see our Privacy Policy (above) to learn more about what information is collected and how it is shared.

- Use of our content is subject to copyright law; materials published with permission from the author are protected by this agreement.
- We reserve the right to update or change these terms at any time; you will be notified of any significant changes to these terms.

FAQ's

What will happen to my entry after I submit it?

The short answer is all submissions will be archived; some stories will be published or “highlighted.”

All submissions will become a part of Historic Sugartown’s permanent digital collection. They will serve individually and collectively as primary sources.

Some entries will be selected for immediate sharing via our social media and website. This means they will be available publicly. We may feature your entry on its own, in a collection of stories, or on our own or a partner institution’s social media, with authors’ first names only. Before sharing anything digitally, a staff member from Historic Sugartown will email you at the address on the submission form. Once we receive confirmation from you, we will format and upload your entry. Don’t worry, we’ll let you know when it’s up in the digital world for you to see and share!

Who owns my entry?

- You do! You retain copyright over stories and media submitted and also the right to determine how information is shared. This means we will contact you via email for permission before sharing your entry.
- Historic Sugartown retains copyright to all other aspects of the project, including but not limited to design, functionality, and images, and the right to decide, based on user agreement, whether an entry can be published.

What happens if I don’t want my entry shared? Can I have it removed?

Yes. You have the right to change your public-sharing preferences at any time. That includes having your entry made anonymous or removed entirely. If you would like to change your preferences, please email stories@historicsugartown.org with your request. Please include the email address listed on the submission form to help us identify which submission is yours.

Why do I have to check a box that I’m over 13 years of age?

- To maintain accordance with the Children’s Online Privacy Protection Act (COPPA) all contributors must be over the age of 13.
- If you are between the ages of 13 and 17, your submission will be collected, but it will not be shared publicly until at least January 1, 2025.