

### **Privacy Policy**

The Ocean Township Recreation Office does not collect personally-identifying information about a user except for information that is voluntarily provided to us so that we can serve the user's needs and for legitimate registration purposes. For example, when the user completes an online registration, we need to retain certain personally-identifying information on the Site in order to respond to the registration. A user's personally-identifying information (voluntarily submitted in connection with an online registration) will be treated confidentially and will not be shared with third parties.

### **Refund Policy**

Request for a refund must be made in writing.

Granted refunds will be assessed a \$10.00 service charge.

Refunds will not be considered following the start of the program.

Refunds will be granted if the vacated spot can be filled prior to the start of the program or if the program is cancelled by the Recreation Office. No service charge will apply if a program is cancelled.

### **Security Policy**

Your payment and personal information is always safe. Our Secure Sockets Layer (SSL) software is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read over the internet.

### **Customer Service**

For questions, please contact the Ocean Township Recreation Office at 732-531-2600 or via email at [otrec@oceantwp.org](mailto:otrec@oceantwp.org).