



Privacy Policy

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Manhattan Neighborhood Network Policies



Welcome to Manhattan Neighborhood Network (MNN)! All of us at MNN appreciate your involvement with the country's largest community media center and look forward to welcoming you to our facilities, our channels, our classes and our events.

MNN's mission is to ensure the ability of Manhattan residents to exercise their First Amendment rights

through moving image media to create opportunities for communication, education, artistic expression and other noncommercial uses of video facilities on an open and equitable basis.

In providing services, we seek to involve the diverse racial, ethnic and geographic communities of Manhattan in the electronic communication of their varied interests, needs, concerns and identities.

MNN is responsible for administering public access cable TV services in Manhattan and aims to promote localism, diversity and independent non-commercial media.

MNN is an independent, non-profit organization that is privately funded and privately operated. MNN is not a cable company, a subsidiary of any cable company, or a New York City or New York State agency.

What We Do



For nearly 25 years, MNN has been providing media education classes, media production equipment and free access to community cable TV channels to Manhattan residents and community-based organizations.

In 2016 alone, MNN posted some 4,000 enrollments in our media classes, making MNN the largest media educator in New York City. In that same year, nearly 1,200 Manhattan

community producers checked out media equipment from our two locations – one on the west side of Manhattan and the other in East Harlem.

MNN also runs a wide range of services and media initiatives aimed at meeting the diverse communication needs and interests of Manhattan neighborhoods and communities. Since 2000, MNN's Youth Media Center has provided media skills and education to young people ages 15-25 and produces and curates a five-hour block of programming each week.

MNN administers and manages four themed public access channels as well as an HD public access channel. In 2015, MNN aired more than 10,000 hours of locally generated TV programs.

MNN is proud to be one of the largest cablecasters of original content in the United States.

These channels are:

- **MNN 1 Community (TWC 34 & 1995, RCN 82, FiOS 33):** Stay up-to-date on local elections, New York politics and community issues with MNN's Community channel.
- **MNN 2 Lifestyle (TWC 56 & 1996, RCN 83, FiOS 34):** Exercise your mind, body and palate with entertainment and lifestyle programming for New Yorkers with diverse interests.
- **MNN 3 Spirit (TWC 1997, RCN 84, FiOS 35):** MNN's Spirit channel broadcasts varied religious and philosophical programs, lectures and discussions for all faiths and worldviews.
- **MNN 4 Culture (TWC 67 & 1998, RCN 85, FiOS 36):** Multi-lingual programming that covers the arts, politics and global news for all of Manhattan's diverse communities.
- **MNN 5 HD (TWC 1993, FiOS 37):** MNN's HD channel brings you the best MNN shows in High Definition. MNNHD is the **only** HD channel available for community use!

MNN also produces the cable and digital channel NYXT.nyc (pronounced next dot n.y.c.). Presented in partnership with more than 60 Manhattan community-based organizations, NYXT.nyc shines a spotlight on groups that are working to connect people and build neighborhoods. NYXT.nyc is available on TWC 1992, FiOS 38, and online at nyxt.nyc.

MNN may also curate additional cablecast channels aimed at providing newly presented and produced non-commercial, independent programming.

MNN's Values and Principles



MNN is a place of education, learning and creativity. We are non-commercial and committed to serving Manhattan residents and community-based organizations. We believe in inclusivity, diversity and mutual respect and aim to empower people and communities through media access.

In seeking to facilitate a diversity of viewpoints, we ask our broader community and participants to be mindful of our values and to treat each other respectfully as we all work together to build community through engaged and impactful media.

Some Helpful Terms in Understanding MNN

Certified Producer: A Manhattan resident that has taken and passed an MNN media education class and is certified to use MNN facilities and/or equipment in order to create programming to air on MNN's designated public access channels.

Sponsor: An individual who submits the MNN Program Agreement for MNN's designated public access channels and who is legally responsible for the program and its content. **Every program that airs on MNN must have a sponsor.**

Sponsors can also be Certified Producers but **are not required** to be Certified Producers or Manhattan residents. MNN's Programming Department requires that all Sponsors submit Proof of Residency and ID for our records and in order to obtain a time slot on one of MNN's channels.

A Sponsor cannot have more than one program on MNN. Certified Producers and Sponsors and their guests must abide by MNN's Code of Conduct and Community Standards.

Please note: Sponsors and Certified Producers may not represent themselves as MNN employees or representatives.

MNN's Privacy Policy



This policy discloses the privacy practices for Manhattan Neighborhood Network (MNN). This privacy policy applies solely to information collected by MNN on our website and on intake forms distributed when submitting programming, when enrolled in classes and/or when attending workshops and events. This will notify you of the following:

- What personally identifiable information is collected from you, how it is used and with whom it may be shared.
- What choices are available to you regarding the use of your data.
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.

If you have any questions or comments, or if you want to update, delete, or change any personal information we hold, or you have a concern about the way in which we have handled any privacy matter, please contact us at:

Manhattan Neighborhood Network
Attn: Programming Department
537 West 59th Street
New York, NY 10019
info@mnn.org

Information Collection, Use and Sharing

MNN is the sole owner of the information collected on our website and on intake forms. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request or as required by law.

Unless you ask us not to, we may contact you via email in the future to tell you about MNN news; upcoming events including classes, workshops, information sessions and other events; programming highlights; upcoming deadlines; or changes to this privacy policy or other MNN policies.

We may retain your information for as long as is needed to provide you services or as long as your account is active. We may also retain and use your information in order to comply with our legal obligations, resolve disputes, prevent abuse, and enforce our agreements.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time.

You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data you have provided to MNN, if any
- Change/correct your data
- Express any concern you have about our use of your data

Please note: If we are unable to verify your residency information, you will not be permitted to enroll in classes, submit programming or reserve facilities or equipment, unless otherwise noted.

We will provide an individual access to any personal information we hold about them within 30 days of any request for that information. Individuals may request this information from us by contacting us using the contact information provided above. Unless it's prohibited by law or as otherwise stated in this privacy policy, we'll remove personal information about an individual from our servers at their request. There is no charge for an individual to access or update his or her personal information.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we ask for sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way and via third parties. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. MNN does not retain or keep any credit card or financial documents in any form, e.g., paper or electronic.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, education enrollment or facility reservations) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment and we do not keep or maintain electronic or physical copies of residency and/or identification documents that are supplied to us.

Unfortunately, no security system is impenetrable and no data transmission over the Internet can be 100% secure. Consequently, MNN cannot warrant or guarantee the security of MNN, nor can MNN warrant or guarantee that any information you provide to MNN will not be intercepted while being transmitted over the Internet. MNN is not liable for the illegal acts of third parties, such as criminal hackers.

No Collection of Children's Personal Information

We do not knowingly collect any personally identifiable information from children under the age of 13. We reserve the right to delete any information we believe to be in violation of this privacy policy.

Cookie Policy

MNN uses cookies to deliver content specific to your interests and to improve the convenience and efficiency of your experience when using our products and services. A cookie is a piece of data stored on the user's hard drive tied to statistical information about the user. Usage of a cookie is in no way linked to any personally identifiable information in MNN products and email messages. You can always choose to not accept cookies, but you may not be able to use some of the MNN products and services.

We use a tool called "Google Analytics" to collect information about use of this site. Google Analytics collects information such as how often users visit this site, what pages they visit when they do so, and what other sites they used prior to coming to this site. We use the information we get from Google Analytics only to improve this site. Google Analytics collects only the IP address assigned to you on the date you visit this site, rather than your name or other identifying information. We do not combine the information collected through the use of Google Analytics with personally identifiable information. Although Google Analytics plants a permanent cookie on your web browser to identify you as a unique user the next time you visit this site, the cookie cannot be used by anyone but Google. Google's ability to use and share information collected by Google Analytics about your visits to this site is restricted by the Google Analytics Terms of Use and the Google Privacy Policy. You can prevent Google Analytics from recognizing you on return visits to this site by disabling cookies on your browser.

Online Tracking / Do Not Track

We do not track our visitors across third party websites to provide targeted advertising and therefore we do not respond to Do Not Track (DNT) signals. However, some third party sites do keep track of your browsing activities when they serve you content, which enables them to tailor what they present to you. If you are visiting such sites, your internet browser may allow you to set the DNT signal on your browser so that third parties (particularly advertisers) know you do not want to be tracked.

Facility usage, class enrollment, and channel air time

Our facilities and classes are open to Manhattan residents only unless otherwise noted. Users may submit programming regardless of their residency but are required to provide contact information for our records and to ensure that we can communicate important information, including programming and scheduling updates.

We regularly request information and proof of residency, and may do so at various points during the year to maintain updated records and usage statistics.

Public Information

MNN is required by law to maintain a record of the use of public access channels. Records include the names and addresses of all persons using or requesting time on the channels.

Users submitting programs to air on MNN have the option of supplying public facing information about their shows for promotional purposes, including a website, social media profiles, an email address and/or a phone number. This information may be made available on MNN's website and other digital profiles and may be supplied to individuals who inquire about a program, pending the producer's approval.

Links

MNN often provides links to other sites on our website. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Surveys & Contests

From time to time our site requests information via surveys or contests. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of our organization.

Disclosure of Data

MNN will only disclose your personal data or the contents of your private communications if required to do so by law, or as otherwise stated in this privacy policy, or in the good faith belief that such action is necessary to: (1) conform to the edicts of the law or comply with legal process served on MNN; (2) protect and defend the rights or property of MNN and others, including among other things to enforce our policies; (3) act under exigent circumstances to protect the personal safety of its members or the public; (4) to correct technical problems and malfunctions in how we provide our service to you and to technically process your information; (5) to take precautions against liability; (6) to respond to claims that information you have submitted to MNN has violated the rights or interests of a third party; or (7) as permitted by law or to provide information to law enforcement agencies.

Social Media

The MNN website, and various services that integrate with MNN services, including interactions, postings, and program content, may include social media features, like a Facebook button for allowing users to like videos. These features may collect information about your IP address and which page you're visiting on our site, and they may set a cookie to make sure the feature functions properly. Social media features and widgets are either hosted by a third party or hosted directly on our site. We also maintain presences on social media platforms like Facebook, Twitter, Instagram and LinkedIn. Any information, communications, or materials you submit to us via a social media platform is done at your own risk without any expectation of privacy. We cannot control the actions of other users of these platforms or the actions of the platforms themselves. Your interactions with those features and platforms are governed by the privacy policies of the companies that provide them.

We Operate in the United States

Our servers and offices are located in the United States, so your information may be transferred to, stored, or processed in the United States. By using the MNN website, you understand and consent to the collection, storage, processing, and transfer of your information to our facilities in the United States and those third parties with whom we share it as described in this policy.

Updates

Our privacy policy may change from time to time and all updates will be posted to <http://www.mnn.org/policies>, and will be updated in the MNN Community Standards and Policy Handbook. We suggest that you periodically check the MNN website for changes to this privacy policy. Date of last revision: February 2017.

For privacy related questions or requests, you should contact us immediately via email at info@mnn.org.