

Who We Are and What This Policy Covers

Hello citizen! Welcome home. We are *TableTopolis LLC*, an individual protected series of *Malaphor LLC*, a series LLC (“TableTopolis”/“we”/“us”), and we are on a mission to build a community of passionate gamers with the creativity and ingenuity to turn brilliant ideas into captivating tabletop games.

This Privacy Policy applies to information that we collect about you when you use:

- Our websites (including TableTopolis.com and forums.TableTopolis.com, through any interface);
- Our Discord chat server (through any interface);
- This Privacy Policy also applies to information we collect when you apply for a job at TableTopolis.

Throughout this Privacy Policy we’ll refer to our websites, mobile applications, and other products and services collectively as “Services.”

Please note that some platforms we use also have their own privacy policy which you will have to agree to with them in order to utilize our Services on that platform.

Below we explain how we collect, use, and share information about you, along with the choices that you have with respect to that information.

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We adapted this Privacy Policy from the one that Automattic has generously made available under a [Creative Commons Sharealike](#) license. You can grab a copy of this Privacy Policy and other legal documents on [GitHub](#). They say you’re more than welcome to copy it, adapt it, and repurpose it for your own use. Just make sure to revise the language so that your policy reflects your actual practices.

Information We Collect

We only collect information about you if we have a reason to do so — for example, to provide our Services, to communicate with you, or to make our Services better.

We collect this information from three sources: if and when you provide information to us, automatically through operating our Services, and from outside sources. Let’s go over the information that we collect.

Information You Provide to Us

It’s probably no surprise that we collect information that you provide to us directly. Here are some examples:

- **Basic account information:** We ask for basic information from you in order to set up your account. For example, we require individuals who sign up for a forums.TableTopolis.com (“Forums”) account to provide an email address and password, along with a username or name — and that’s it. You may provide us with more information, but we don’t require that information to create a Forums account.
- **Public profile information:** If you have an account with us, we collect the information that you provide for your public profile. For example, if you have a Forums account, your username is part of that public profile, along with any other information you put into your public profile, like a photo or an “About Me”

description. Your public profile information is just that — public — so please keep that in mind when deciding what information you would like to include.

- **Payment and contact information:** If you buy something from us, we'll collect information to process those payments and contact you. If you buy something from us, you'll provide additional personal and payment information like your name, credit card information, and contact information. We also keep a record of the purchases you've made.
- **Content information:** You might provide us with information about you in draft and published content (a Forum post or comment that includes biographic information about you, or any media or files you upload).
- **Communications with us:** You may also provide us with information when you respond to surveys, communicate with our staff about a support question, post a question in our public support forum, or sign up for a newsletter. When you communicate with us via form, email, phone, Forums comment, or otherwise, we store a copy of our communications (including any call recordings as permitted by applicable law).
- **Job applicant information:** If you apply for a job with us — awesome! You may provide us with information like your name, contact information, resume or CV, and work authorization verification as part of the application process.

Information We Collect Automatically

We also collect some information automatically:

- **Log information:** Like most online service providers, we collect information that web browsers, mobile devices, and servers typically make available, including the browser type, IP address, unique device identifiers, language preference, referring site, the date and time of access, operating system, and mobile network information. We collect log information when you use our Services — for example, when you make a post on the Forums.
- **Usage information:** We collect information about your usage of our Services. For example, we collect information about the actions that users perform on our Forums — in other words, who did what and when (e.g., when posts were made or deleted, what topics a user is following or interacting with, and more). We also collect information about what happens when you use our Services (e.g., page views, searches, settings choices, and interactions with other parts of our Services) along with information about your device (e.g., screen size, name of cellular network, and mobile device manufacturer). We use this information to, for example, provide our Services to you, get insights on how people use our Services so we can make our Services better, and understand and make predictions about user retention.
- **Location information:** We may determine the approximate location of your device from your IP address. We collect and use this information to, for example, calculate how many people visit our Services from certain geographic regions. We may also collect information about your precise location via our mobile apps (like when you post a photograph with location information) if you allow us to do so through your mobile device operating system's permissions.
- **Stored information:** We may access information stored on your mobile device via our mobile apps. We access this stored information through your device operating system's permissions. For example, if you give us permission to access the photographs on your mobile device's camera roll, our Services may access the photos stored on your device when you upload a really amazing photograph of your game to your website.
- **Information from cookies & other technologies:** A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. Pixel tags (also called web beacons) are small blocks of code placed on websites and emails. TableTopolis uses cookies and other technologies like pixel tags to help us identify and track visitors, usage, and access preferences for our Services, as well as track and understand email campaign

effectiveness and to deliver targeted ads. For more information about our use of cookies and other technologies for tracking, including how you can control the use of cookies, please see the Controlling cookies section in this document.

Information We Collect from Other Sources

We may also get information about you from other sources. For example, if you create or log in to your forums.TableTopolis.com account through another service (like Patreon) or if you connect your website or account to a social media service (like Twitter), we'll receive information from that service (e.g., your username, basic profile information) via the authorization procedures for that service. The information we receive depends on which services you authorize and what options are available.

Third-party services may also give us information, like mailing addresses for individuals who are not yet our users (but we hope will be!). We may eventually use this information for marketing purposes like postcards and other mailers advertising our Services.

How and Why We Use Information

Purposes for Using Information

We use information about you for the purposes listed below:

- **To provide our Services.** For example, to set up and maintain your account, host your posts on our Forums, backup and restore our Forums, provide customer service, process payments and orders, and verify user information.
- **To ensure quality, maintain safety, and improve our Services.** For example, by providing automatic upgrades and new versions of our Services. Or, for example, by monitoring and analyzing how users interact with our Services so we can create new features that we think our users will enjoy and that will help them create and manage websites more efficiently or make our Services easier to use.
- **To place and manage ads in our advertising program.** For example, to place ads on other sites and some of our own sites, and understand ad performance.
- **To market our Services and messages from our sponsors, and to measure, gauge, and improve the effectiveness of our marketing.** For example, by targeting our marketing messages to groups of our users (like those who are more frequently active on the Forums or have been users for a certain length of time), advertising our Services and messages from our sponsors, analyzing the results of our marketing campaigns (like how many people joined after receiving a marketing message), and understanding and forecasting user retention.
- **To protect our Services, our users, and the public.** For example, by detecting security incidents; detecting and protecting against malicious, deceptive, fraudulent, or illegal activity; fighting spam; complying with our legal obligations; and protecting the rights and property of TableTopolis and others, which may result in us, for example, declining a transaction or terminating Services.
- **To fix problems with our Services.** For example, by monitoring, debugging, repairing, and preventing issues.
- **To customize the user experience.** For example, to personalize your experience by serving you relevant notifications and advertisements for our Services.
- **To communicate with you.** For example, by emailing you to ask for your feedback, share tips for getting the most out of our products, or keep you up to date on TableTopolis; or texting you to verify your payment. If you don't want to hear from us, you can opt out of marketing communications at any time. (If you opt out, we'll still send you important updates relating to your account.)

- **To recruit and hire new people.** For example, by evaluating job applicants and communicating with them.

Legal Bases for Collecting and Using Information

A note here for those in the European Union about our legal grounds for processing information about you under EU data protection laws, which is that our use of your information is based on the grounds that:

- (1) The use is necessary in order to fulfill our commitments to you under the applicable terms of service or other agreements with you or is necessary to administer your account — for example, in order to enable access to our website on your device; or
- (2) The use is necessary for compliance with a legal obligation; or
- (3) The use is necessary in order to protect your vital interests or those of another person; or
- (4) We have a legitimate interest in using your information — for example, to provide and update our Services; to improve our Services so that we can offer you an even better user experience; to safeguard our Services; to communicate with you; to measure, gauge, and improve the effectiveness of our advertising; and to understand our user retention and attrition; to monitor and prevent any problems with our Services; and to personalize your experience; or
- (5) You have given us your consent — for example before we place certain cookies on your device and access and analyze them later on, as described in the Controlling cookies section in this document.

Sharing Information

How We Share Information

We share information about you in limited circumstances, and with appropriate safeguards on your privacy. These are spelled out below, as well as in the section called Ads and Analytics Services Provided by Others:

- **Subsidiaries and independent contractors:** We may disclose information about you to our subsidiaries and independent contractors who need the information to help us provide our Services or process the information on our behalf. We require our subsidiaries and independent contractors to follow this Privacy Policy for any personal information that we share with them.
- **Third-party vendors:** We may share information about you with third-party vendors who need the information in order to provide their services to us. This includes vendors that help us provide our Services to you (like payment providers that process your credit and debit card information, fraud prevention services that allow us to analyze fraudulent payment transactions, cloud storage services, postal and email delivery services that help us stay in touch with you, and customer chat and email support services that help us communicate with you); those that assist us with our marketing efforts (e.g., by providing tools for identifying a specific marketing target group or improving our marketing campaigns, and by placing ads to market our services); those that help us understand and enhance our Services (like analytics providers); those that make tools to help us run our operations (like programs that help us with task management, scheduling, word processing, email and other communications, and collaboration); and other third-party tools that help us manage operations. We require vendors to agree to privacy commitments in order to share information with them.

- **Legal and regulatory requirements:** We may disclose information about you in response to a subpoena, court order, or other governmental request.
- **To protect rights, property, and others:** We may disclose information about you when we believe in good faith that disclosure is reasonably necessary to protect the property or rights of TableTopolis, third parties, or the public at large. For example, if we have a good faith belief that there is an imminent danger of death or serious physical injury, we may disclose information related to the emergency without delay.
- **Business transfers:** In connection with any merger, sale of company assets, or acquisition of all or a portion of our business by another company, or in the unlikely event that TableTopolis goes out of business or enters bankruptcy, user information would likely be one of the assets that is transferred or acquired by a third party. If any of these events were to happen, this Privacy Policy would continue to apply to your information and the party receiving your information may continue to use your information, but only consistent with this Privacy Policy.
- **With your consent:** We may share and disclose information with your consent or at your direction. For example, we may share your information with third parties when you authorize us to do so, like when you connected your site to a social media service.
- **Aggregated or de-identified information:** We may share information that has been aggregated or de-identified, so that it can no longer reasonably be used to identify you. For instance, we may publish aggregate statistics about the use of our Services, or share a hashed version of your email address to facilitate customized ad campaigns on other platforms.
- **Published support requests:** If you send us a request for assistance (for example, via a support email or one of our other feedback mechanisms), we reserve the right to publish that request in order to clarify or respond to your request, or to help us support other users.

We do not sell our users' data. We aren't a data broker, we don't sell your personal information to data brokers, and we don't sell your information to other companies that want to spam you with marketing emails.

Information Shared Publicly

Information that you choose to make public is — you guessed it — disclosed publicly.

That means information like your public profile, Forums posts, Discord comments, other content that you make public, and your “Likes” and comments on others' posts are all available to others — and we hope they get a lot of views!

For example, the photo that you upload to your public profile, along with other public profile information, displays alongside the comments and “Likes” that you make on other users' posts while logged in to your Forums account. Public information may also be indexed by search engines or used by third parties. Please keep all of this in mind when deciding what you would like to share publicly.

How Long We Keep Information

Since we do not have a lot of users or visitors yet, we generally keep information about you until we are no longer using it (or planning future use). We do retain information if we're legally required to keep it.

For example, we keep the web server logs that record information about a visitor to one of our websites or Forums, like the visitor's IP address, browser type, and operating system. We retain the logs in order to, among other things, analyze traffic to our websites and investigate issues if something goes wrong on one of our

websites. As another example, when you delete a Forum post, it may remain on our backups and caches until we can safely purge old backups.

Security

While no online service is 100% secure, we use multiple methods to protect information about you against unauthorized access, use, alteration, or destruction, and take reasonable measures to do so. We monitor our Services for potential vulnerabilities and attacks.

To enhance the security of your account, we encourage you to enable our advanced security settings for your Forums account, like Two Step Authentication.

Choices

You have several choices available when it comes to information about you:

- **Limit the information that you provide:** If you have an account with us, you can choose not to provide the optional account information, profile information, and transaction and billing information. Please keep in mind that if you do not provide this information, certain features of our Services — for example, certain statuses in our Forums — may not be accessible.
- **Limit access to information on your mobile device:** Your mobile device operating system should provide you with the option to discontinue our ability to collect stored information or location information via our mobile apps. If you choose to limit this, you may not be able to use certain features, like uploading photographs from your mobile device.
- **Opt out of marketing communications:** You may opt out of receiving promotional communications from us. Just follow the instructions in those communications or let us know at info@tabletopolis.com. If you opt out of promotional communications, we may still send you other communications, like those about your account and legal notices.
- **Controlling cookies:** You may wish to restrict the use of cookies or completely prevent them from being set. Most browsers provide for ways to control cookie behavior such as the length of time they are stored – either through built-in functionality or by utilizing third party plugins. If you disable cookies, please be aware that some of the features of our service may not function correctly. To find out more on how to manage and delete cookies, visit aboutcookies.org. For more details on your choices regarding use of your web browsing activity for interest-based advertising you may visit the following sites: networkadvertising.org, optout.aboutads.info, youradchoices.com, youronlinechoices.eu
- **Close your account:** While we'd be very sad to see you go, you can ask us to close your Forums account if you no longer want to use our Services by sending an email to forums@tabletopolis.com from your registered email address with "DELETE [your account name]" as the subject. Please keep in mind that we may continue to retain your information after closing your account, as described in How Long We Keep Information above — for example, when that information is reasonably needed to comply with (or demonstrate our compliance with) legal obligations such as law enforcement requests, or reasonably needed for our legitimate business interests.

Your Rights

If you are located in countries that fall under the scope of the European General Data Protection Regulation (aka the "GDPR"), you may have certain rights regarding your personal information, like the right to request access to or deletion of your data. We are the controller of your data.

European General Data Protection Regulation (GDPR)

If you are located in a country that falls under the scope of the GDPR, data protection laws give you certain rights with respect to your personal data, subject to any exemptions provided by the law, including the rights to:

- Request access to your personal data;
- Request correction or deletion of your personal data;
- Object to our use and processing of your personal data;
- Request that we limit our use and processing of your personal data; and
- Request portability of your personal data.

You also have the right to make a complaint to a government supervisory authority.

Contacting Us About These Rights

You can usually access, correct, or delete your personal data using your account settings and tools that we offer, but if you aren't able to or you'd like to contact us about one of the other rights, send your inquiry via email to info@tabletopolis.com.

When you contact us about one of your rights under this section, we'll need to verify that you are the right person before we disclose or delete anything. For example, if you are a user, we will need you to contact us from the email address associated with your account. You can also designate an authorized agent to make a request on your behalf by giving us written authorization. We may still require you to verify your identity with us.

Other Things You Should Know (Keep Reading!)

Transferring Information

Because our Services are offered worldwide, the information about you that we process when you use the Services in the EU may be used, stored, and/or accessed by individuals operating outside the European Economic Area (EEA) who work for us, other members of our group of companies, or third-party data processors. This is required for the purposes listed in the How and Why We Use Information section above. When providing information about you to entities outside the EEA, we will take appropriate measures to ensure that the recipient protects your personal information adequately in accordance with this Privacy Policy as required by applicable law. These measures include:

- In the case of US based entities, entering into European Commission approved standard contractual arrangements with them, or ensuring they have signed up to the [EU-US Privacy Shield](#); or
- In the case of entities based in other countries outside the EEA, entering into European Commission approved standard contractual arrangements with them.

Ads and Analytics Services Provided by Others

Ads appearing on any of our Services may be delivered by advertising networks. Other parties may also provide analytics services via our Services. These ad networks and analytics providers may set tracking technologies (like cookies) to collect information about your use of our Services and across other websites and online services. These technologies allow these third parties to recognize your device to compile information about you or others who use your device. This information allows us and other companies to, among other things,

analyze and track usage, determine the popularity of certain content, and deliver ads that may be more targeted to your interests. Please note this Privacy Policy only covers the collection of information by TableTopolis and does not cover the collection of information by any third-party advertisers or analytics providers.

Privacy Policy Changes

Although most changes are likely to be minor, TableTopolis may change its Privacy Policy from time to time. TableTopolis encourages visitors to frequently check this page for any changes to its Privacy Policy. If we make changes, we will notify you by noting it in a change log below, and, in some cases, we may provide additional notice (like adding a statement to our homepage or Forums, or sending you a notification through email or your Forums account). Your further use of the Services after a change to our Privacy Policy will be subject to the updated policy

Translation

Our Privacy Policy was originally written in English (US). We may translate it into other languages. In the event of a conflict between a translated version of our Privacy Policy and the English version, the English version will control.

That's it! Thanks for reading.

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