

Catholic Charities, Inc. Policy

POLICY: WEB-SITE DONOR PRIVACY POLICY

We have created this policy to guide and demonstrate our firm commitment to protecting your privacy.

For questions regarding this policy and our privacy practices please contact the Catholic Charities Privacy Officer by calling 316-264-8344 or contact us by email at <u>comms@catholiccharitieswichita.org</u>

We do not collect personally identifying information about you when you visit our web site (www.CatholicCharitiesWichita.org), unless you choose to provide such information to us. Providing your personal, identifying information is strictly voluntary.



Catholic Charities, Inc. Procedure

PROCEDURE: WEBSITE DONOR PRIVACY POLICY

This procedure sets forth how we manage information we learn about you from your visit to our agency website (www.CatholicCharitiesWichita.org).

USE OF LINKS

Throughout our webpages, we provide links to other servers which may contain information of interest to our readers. We take no responsibility for, and exercise no control over, the organizations, views, or accuracy of the information contained on other servers. Creating a text link from your website to our site does not require permission.

ACCESSIBILITY

Our website is designed to be accessible to visitors with disabilities, and to comply with federal guidelines concerning accessibility. We welcome your comments. If you have suggestions on how to make the site more accessible, please contact us at <u>comms@catholiccharitieswichita.org</u>

READING OR DOWNLOADING

We collect and store only the following information about you: the name of the domain from which you access the Internet, the date and time you access our site, and the internet address of the website from which you linked to our site.

We use the information we collect to measure the number of visitors to the different sections of our site, and to help us make our site more useful to visitors.

ONLINE PROFILE UPDATES AND DONATIONS

If you share your personally identifying information, this information will be used only to provide you with more targeted content. We may use your contact information to send further information about our organization or to contact you when necessary. You may always opt-out of receiving future mailings; - see the "Opt Out" section below.

SENDING US AN EMAIL

You also may decide to send us personally identifying information, for example, in an electronic mail message containing a question or comment. We use personally identifying information from email primarily to respond to your requests. We may forward your email to other employees who are better able to answer your questions. We may also use your email to contact you in the future about our programs that may be of interest.

We want to be very clear: We will not obtain personally identifying information about you when you visit our site, unless you choose to provide such information to us. Providing such information is strictly voluntary. Except as might be required by law, we do not share any information we receive with any outside parties.



Catholic Charities, Inc. Procedure

PROCEDURE: WEBSITE DONOR PRIVACY POLICY – cont'd.

If you sign up for one of our email lists, we will only send you the kinds of information you have requested. We won't share your name or email address with any outside parties.

OPT-OUT OR CHANGE YOUR CONTACT INFORMATION

Our site provides users the opportunity to opt-out of receiving communications from us through a special online form. You may choose to receive only specific communications or none at all. You may also update your contact information previously provided to us through another online form. You cannot remove yourself from our database, but you can prevent unwanted communication.

Please refer to Development Policy #5485 – Donor Privacy – Personal Information, regarding the agency protection of donor information in all formats.