

## Clinica Colorado Donor Privacy Policy

## **Our Commitment to Privacy**

Your privacy is important to us. To better protect your privacy, we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our "How You Can Help" page on our website and it is also available by request from our staff. You may also find it on our organizational page at <u>www.coloradogives.org</u>.

## The Information We Collect:

This notice applies to all information collected or submitted on Clinica Colorado's website or any third party websites we use for collecting donations. You are able to make requests and register to receive emails from the organization. The types of personal information collected are:

Name(s) Address Email address Phone number(s)

Since we utilize third party vendors for soliciting individual donations, we do not keep (or are even informed) of credit and/or debit card information. If you DO call Clinica Colorado directly to make a donation, this information is never kept after the transaction is completed.

You may also elect to make a gift in honor or in memoriam of an individual, family, organization, etc. If you wish to have an acknowledgement sent to an individual, family or organization informing them of this donation, we will need the following, for acknowledgement purposes only:

Name(s) Name(s) of Honorees Address Email Address Phone Numbers(s)

# The Way We Use Information:

We use the information you provide about yourself when making a donation only to complete that gift. We do not share this information with outside parties except the extent necessary to complete that transaction.

We may also list your approved name(s) as donors in our annual report. You have the option to

remain anonymous in publications by selecting the opt-out when making a donation through <u>www.coloradogives.org</u> or by letting clinic staff know when you make a direct donation. We will use your return email address to answer any email we receive and you have the option to add this email to our email newsletter list, powered by Mail Chimp. We DO NOT share any information, including your email address, with outside parties.

You may also register on our website to receive our electronic newsletter and announcements, as well as program and services updates. Information submitted on our website will not be used for this purpose unless the form is completed.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to optout or otherwise prohibit such unrelated uses.

#### **Our Commitment to Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **Our Commitment to Children's Privacy**

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

# How You Can Access or Correct Your Information

You can verify all your personally identifiable information that we collect online and maintain by contacting our executive director, Jill T. Schneider at <u>ischneider@clinicacolorado.org</u> or her direct line at 720-388-6608. We use this procedure to better safeguard your information.

You can correct factual errors in your personally identifiable information by sending us a request, in writing, that credibly shows the error(s).

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

#### How to Contact Us

Should you have other questions or concerns about these privacy policies, please call Jill T. Schneider at 720-388-6608 or send an email to <u>ischneider@clinicacolorado.org</u>

Approved by the Clinica Colorado Board of Directors on January 14, 2019.