

## **WOMANLINE OF DAYTON, INC.**

### **Privacy Policy**

#### **Our Commitment to Privacy**

Womanline of Dayton respects the privacy of every individual who visits womanlinedayton.org (“Web site”). This notice explains our online information practices. Because your privacy is important to us, we provide you with notice and choices about the collection and use of your information. To make this notice easy to find, links are provided at the bottom of our homepage and on every page within our Web site. Additionally, each page that requests personally identifiable information reminds you of the importance of your privacy and provides a link to the privacy policy. By visiting Womanline at womanlinedayton.org, you accept the practices described in this Privacy Notice.

#### **Data Collection**

We collect two types of information:

Standard Web server traffic pattern information. General traffic, site usage, and length of stay information is collected and stored in log files. This type of information is shared externally only on an aggregated basis.

Personal information. We do not collect personally identifiable information from you unless you provide it to us voluntarily and knowingly. If you personalize volunteer, request information, or donate, for example, we may collect the following information: first and last name, street address, city, state, zip code, telephone number, email address, and subject of inquiry.

Personal information may be needed for certain optional online activities:

Newsletters and Volunteering: If you request to receive an electronic or printed newsletter, reports, or other information, or volunteer for service with Womanline, we maintain the information you provide to us in order to meet your request.

Contributions: If you choose to donate to our organization online, we maintain a record of your contribution. We collect standard credit card information (card number, card type, expiration date) and keep a record of your financial transaction. Credit card numbers are held only until the charge can be processed (usually several minutes), then the number is only available to Accounting for purposes of problem resolution.

#### **Data Use**

We limit the use of information provided to us on our Web site to the following:

##### Internal Use

If you do not sign up for our newsletter, volunteer, make a donation, or otherwise identify yourself, we will have no personally identifiable information about you. We will only use aggregate information derived, in part, from your use of our site to improve our site and our service to you.

If you provide personal information, we may enter your name into our constituent database and contact you in order to:

- To inform you of Womanline programs, events and services.
- Request monetary contributions.

We collect the email addresses of those who communicate with us by email. Inquiries may be forwarded to the appropriate department of Womanline for response and may be entered into our constituent database. If your name is entered into the database, we may contact you.

#### External Use

Your information is privileged and confidential and will not be shared or released to any organization or business.

#### **Your Options**

We respect your privacy and allow you to restrict internal and external sharing of your personal information. We recognize that you may wish to limit the ways in which we contact you and we offer the following options:

- Do not contact me by telephone.
- Do not contact me by postal mail.
- Do not contact me by email.
- Do not share my contact information with other organizations.
- Do not contact me with fundraising requests supporting Womanline.
- Do not contact me or share my information with anyone.

For more information on how to inform us of any desired restrictions, please click Contact Us at the bottom of our homepage. If you contact us with an opt-out request, all reasonable efforts will be taken to ensure that you will not receive any of the selected communications from us in the future. If you do not wish to opt out at this time, you may do so at a later date should you so desire.

If you opt back into a specific service, you will receive communication in that manner, regardless of your overall opt-out selections. These services may include newsletter subscriptions or email communication.

#### **Access**

Upon request, we will provide you with the contact information we maintain about you so that you may request corrections. This information will be sent via postal mail, which we believe is the most secure method of communication. Please contact us by email at [help@womanlinedayton.org](mailto:help@womanlinedayton.org) or in writing at:

**Security and Privacy Requests**  
**Womanline of Dayton**  
**301 E. Sixth Street**  
**Dayton, OH 45402**

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

## **Data Security**

We are committed to protecting the security of your personal information and to honoring your choices for its intended use. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we strive to maintain physical, electronic, and administrative safeguards.

We process your donations via encrypted SSL sessions. SSL is the industry standard for securing Web-messaging transactions.

Inside Womanline, data is stored in password-controlled servers. Our staff is educated about the importance of safeguarding your information and we are committed to holding them accountable for protecting your confidentiality. However, such precautions do not guarantee that our Web site is invulnerable to all security breaks. Womanline makes no warranty, guarantee, or representation that the use of our Web site is protected from viruses, security threats, or other vulnerabilities and that your information will always be secure.

Whenever Womanline permits an external third party to access personally-identifiable information, appropriate procedures are followed to help ensure that the information is used only for authorized purposes and by authorized persons in a manner consistent with the choices Womanline constituents have made under this statement, and that the security, integrity and privacy of the information is maintained. While Womanline will employ procedures to help ensure that your information is only used for authorized purposes as described above, we cannot make any guarantees with respect to the actions or policies of such third parties.

## **Links Within Our Web Site**

Our privacy policies apply only to your use of the Womanline Web site. This site contains links to other sites, including sites that have a special relationship with us. We do not disclose personally identifiable information to those operating linked sites and we are not responsible for their privacy practices. Links to other sites do not imply an endorsement of the materials or policies on those Web sites. You should read the privacy policies of each site you visit to determine what information that site may be collecting about you.

We reserve the right to update this policy at any time. If a material change is made to the policy, we will email all registered users at the email address provided at time of registration.