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## **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 homepage and at every point where personally identifiable information may be requested.

## **The Information We Collect**

This notice applies to all information collected or submitted on the website. On some pages, you can make requests, and register for events, volunteer or make donations. The types of personal information collected at these pages are:

- Name
- Address
- Email address
- Telephone number
- Demographics
- Other information as required.

## **Donor Information Privacy**

The Shepherd's Center of Chesterfield is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party. The Shepherd's Center of Chesterfield provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from (or opt out of) our mailing list, if you desire to do so.

Shepherd's Center of Chesterfield  
Website Privacy Policy  
Effective 01/01/2015

## **1. Donor Contact Information**

The Shepherd's Center of Chesterfield collects and uses various information from donors that includes: amount donated, address, telephone number, donor comments and e-mail address. Tax laws in the United States and the State of Virginia require Shepherd's Center of Chesterfield to keep contact information and contribution level of donors on file.

The Shepherd's Center of Chesterfield will never sell, trade, rent or share names (unless released for publication in the Annual Report), e-mail or mail addresses, or telephone numbers of our donors. The Shepherd's Center of Chesterfield will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising and other activities
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Contact donors about changes to this policy

Properly anonymized donor information is used for promotional and fund raising activities. Comments given in donor forms or sent to us via email, fax or telephone may be used in promotional materials.

## **2. Donor Financial information**

All access to donor financial information is strictly limited to professional staff that needs to process those data. No such data are given to any person, organization .or group who does not need to access those data. Donations mailed to the Shepherd's Center of Chesterfield go to a bank lockbox. This provides the highest possible level of security and confidentiality.

## **Volunteer Privacy**

We use the information you provide about yourself when submit a Volunteer Interest form only to complete the volunteering process. We do not share this information with outside parties except to the extent necessary to complete the volunteering process.

## **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.

## **Other Information Privacy**

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

We use non-identifying and aggregate information to better design our website and to share with sponsors. For example, we may tell an sponsor that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women filled out our forms, but we would not disclose anything that could be used to identify those individuals.

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 opt-out or otherwise prohibit such unrelated uses.

## **Our Commitment To Data Security**

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

## **How You Can Access Or Correct Your Information**

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

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## **How To Contact Us**

If you have questions about this Donor Privacy Policy or if you wish to be removed from our e-mail/postal contact lists, or have your name removed as a donor from the Annual Report, by sending an email to: [privacy@cnhpva.org](mailto:privacy@cnhpva.org) or writing to us by using the address below.

*Shepherd's Center of Chesterfield  
at Lucy Corr Village  
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