



## **Donor Privacy Policy**

This privacy notice discloses the privacy practices for ([www.downtownclinic.org](http://www.downtownclinic.org)) and Network for Good, (our donor management software). This privacy notice applies solely to information collected by these two sites.

It will notify you of the following:

- What personally identifiable information is collected from you through the website, how it is used, and with whom it may be shared
- What choices are available to you regarding the use of your data.
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.
- How policy changes will be communicated.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization.

Unless you ask us not to, we may contact you via email in the future to tell you about new programs or donor services at the Downtown Clinic, or changes to this privacy policy.

### **Your Access to and Control Over Information**

**You may opt out of any future contacts from us at any time.** You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

## **Security**

We take precautions to protect your information. When you submit sensitive information via the Downtown Clinic's official website or the Network for Good (our donor management software), **your information is protected online and offline.**

Wherever we collect sensitive information (such as credit card data), that information is encrypted and securely transmitted to us. You can verify this by looking for a closed lock icon at the bottom of your web browser or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, fundraising, administrative staff) are granted access to personally identifiable information. The computers/servers where we store personally identifiable information are kept in a secure environment.

## **Links**

This website contains links to other sites. Please be aware that we are not responsible for such other sites' content or privacy practices. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

## **Changes to this Policy**

We may make changes to this privacy notice from time to time. You may check back on this page anytime to see our current policy.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 307-745-8445 or email at [director@downtownclinic.org](mailto:director@downtownclinic.org).**