

# Privacy Policy

## Description

[vc\_row css=".vc\_custom\_1555085435363{padding-bottom: 20px !important;}"] [vc\_column] [vc\_custom\_heading text="Privacy Policy" font\_container="tag:h1|text\_align:left" use\_theme\_fonts="yes"] [/vc\_column] [/vc\_row] [vc\_row] [vc\_column] [vc\_custom\_heading text="Privacy Policy" font\_container="tag:h5|text\_align:left" use\_theme\_fonts="yes"] [vc\_column\_text] The main purpose of our Web site is to provide information and services to individuals. Your privacy is important to us and we are committed to protecting it and to making you aware of our online practices regarding the privacy of your information.

## Information Collected

Our Web site does not automatically collect any individually identifiable information, such as email addresses, from visitors.

We collect personal information when you provide it in the course of interacting with the site. You may be able to register for courses or events, make use of a career center or volunteer center, subscribe to an email newsletter, sign up for broadcast email, participate in polls or surveys, or make a donation. In so doing, you may be asked to provide personally identifiable information such as your name, address, e-mail address, telephone number, fax number, credit card information, or information about your interests and activities.

If your personal information changes and you wish to update it (such as your address), or if you wish to delete your information, you may contact the Web site administrator who will correct, update or remove your personal information as requested.

We also may collect information that is not personally identifiable, such as the type of browser you are using, the type of operating system you are using, and the domain name of your Internet service provider.

## How the Information Is Used

We may use the information you give us to provide services to you, at your request. We may use it to communicate with you through periodic messages regarding services, events, and other information and notices we believe you may find interesting or useful. We may use it for confirmation of donations, registrations, or other actions you take on our site, and for related customer service needs.

We do not sell, rent, swap or otherwise share our mailing lists with external organizations. Any personal information you provide will not be shared.

We may use the information that is not personally identifiable to analyze the design and functioning of our site in order to make site improvements. We may use such information in the aggregate to analyze

site usage.

We will disclose personally identifiable information when required to do so by law.

## **Cookies**

Our site may make limited use of cookies. A cookie is a small file that is saved on your computer browser that contains information related to your use of a site. We may use cookies to personalize your experience on our site by recognizing your name when you return. If you are a registered user, a cookie may link to your user profile as a convenience to bypass the necessity of logging in. If you reject cookies, you might experience limited usability in some areas of our site.

## **Security**

We use appropriate procedures to ensure the security of your personal information and to protect it from unauthorized access. In particular, if we ask you to enter credit card information, we use the top industry standard security protection, including encryption, SSL transmission connection, and a secure server for information storage. Once your credit card has been processed, your credit card information is not stored on our web servers.

## **Links**

We provide links to other Web sites that we believe you will find useful. We ask you to recognize that we are not responsible for the privacy practices of these other sites nor do we necessarily endorse such sites.

## **Personal Use**

We grant you a non-exclusive, non-transferable, limited right to access, view, use, display and print information on this Web Site, including all the materials provided hereon, for your personal, informational, noncommercial use only.

You may not copy, modify, reproduce, create derivative works from, distribute, transmit, license, or sell any content or any portion of this site without our prior express written consent.

You agree not to interrupt, or attempt to interrupt, the operation of this Web Site in any way.

You warrant that you will not use this Web Site for any purpose that is unlawful or prohibited by these terms of use.

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## **Date Created**

July 21, 2020

## **Author**

leo