



Section: **Chapter Administration**
Policy Number:
Procedure Number:
Subject: **Website Privacy Policy**
Board Approved: **April 1, 2014**
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**Assistance League® of Mid-Missouri
a chapter of National Assistance League®**

**WEBSITE PRIVACY POLICY
www.almm.org**

This website is operated by Assistance League® of Mid-Missouri. It is recognized that visitors to this site are concerned about the information provided and how that information is treated. The chapter cares about the privacy of its website visitors and therefore, does not sell or otherwise make available personal identification information to any person or organization.

The chapter's website may contain "links" to other sites not affiliated with the chapter. Every effort is made to link to sites that share the same standards regarding your privacy. However, since Assistance League of Mid-Missouri is not responsible for the privacy practices of such other sites, users are encouraged to be aware when they leave this site to read the privacy statements of each and every website that they visit. The information contained in the privacy policy statement of Assistance League of Mid-Missouri is for the website of the chapter only.

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This website takes every precaution to protect the user's information. When the user submits sensitive information via this website, the information is protected both online and off-line. When an approved form asks for the user to enter sensitive information such as a credit card number, that information is encrypted and protected by encryption software. The information provided shall only be divulged to members of the chapter needing access to this information, such as the Treasurer.

We maintain records of all contributions to Assistance League of Mid-Missouri. Authorized members of the chapter may contact you to obtain additional information. This may be done through electronic or telephonic means or through postal mail. You may choose to opt out from or restrict the use of your contact information by contacting the chapter through one of the methods below. Donor names and addresses shall not be shared, unless required by law, or sold to outside organizations, and such policy shall be disclosed to donors. Unless

requested not to do so by the donor, the chapter may list the donor's name and donation category in publications of the chapter that may be seen by individuals outside of the chapter. This information may be contained in documents including, but not limited to, annual reports, press releases, grant applications, and community newsletters. Donors may contact the chapter to view the copies of annual reports, IRS forms, or other financial documents prior to making the donation. Donors may also ask for examples of prior publications showing the manner in which donor contributions are acknowledged.

The names of individuals and businesses appearing on the website have been so placed with their express and implied knowledge. Personal information shall not be divulged for any reason unless a link to that certain person or business has been granted and is in place on this website.

Occasionally, this website requests information from users via surveys. Participation in these surveys is completely voluntary, and therefore, the user has a choice whether or not to disclose the information. Survey information will be used for purposes of monitoring or improving the chapter's services. The personal information of the user is not shared with third parties unless the chapter gives prior notice and choice. Though an intermediary may be used to conduct these surveys, that intermediary may not use the user's personal information for any secondary purpose.

If further assistance is needed or for any questions, please contact the chapter as follows:

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This Website Privacy Policy was updated on March 29, 2014.

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