# **Privacy Policy**

Southern Caregiver Resource Center is committed to protecting your privacy when you visit our website. Information we collect from you is used to improve our site, provide you a better experience, respond to your questions and process your online donations.

#### **Information we collect**

We collect two types of information on our website:

- Web server traffic information. This information is used to determine the number of visitors to our site, length of stay and sources of traffic. We collect aggregate data — or totals of those visiting from a domain — not information identifying individual users. We use this information to help improve our site and our service to you.
- Personal information provided by you. We collect email addresses and
  other personal information only when you provide it to us. If you fill out a
  form or survey, request information or make a donation, we may collect
  your name, address, city, state, zip code, telephone number and email
  address.

### Use of personal information

Southern Caregiver Resource Center collects information on our website. We do not sell, trade or rent our website visitor's personal information to others. If you willingly provide us your personal information, Southern Caregiver Resource Center may use it in the following ways:

*Donations*. When you make an online donation to us, we may use it to send you receipt of donation, acknowledgements, future donation request letters or special event invitations.

*Email Information Requests and Questions*. When we respond to your email requests or questions, we may collect your email address and send you Southern Caregiver Resource Center email news. To opt out and remove your name from future emails, follow the unsubscribe instructions in the message.

Wavelengths E Newsletter: When you sign up to receive Southern Caregiver Resource Centers Wavelengths E News, we collect your email address and may also notify you about other information we think you will find valuable. To opt out and remove your name from future emails of this type, follow the unsubscribe instructions in the message.

*Event Registration*. Southern Caregiver Resource Center provides online registration for some events, such as the education and research conferences and our Bastille Day Fundraiser. In this case we may collect your email address, physical address and phone number to follow up with any event detail or changes, follow up on any questions or comments you have, send

acknowledgement letters and send you future email bulletins or news. To opt out and remove your name from future emails of this type, follow the unsubscribe instructions in the message.

#### Your consent

By using Southern Caregiver Resource Centers website, you consent to the collection and use of the information described above. Any changes to this policy will be posted prior to their implementation.

#### Your choice

We respect your privacy and recognize that you may wish to limit the ways in which we contact you. Simply send an email to scrc@caregivercenter.org with the following information:

- To remove your name from Southern Caregiver Resource Center's postal mailing list, please provide your full name, mailing address and a sentence requesting suppression of your personal information in our files.
- To remove you name and email address from Southern Caregiver Resource Center's e- news list, please follow the unsubscribe directions found at the bottom of the email message
- To review or correct your personal information with Southern Caregiver Resource Center, please provide your name and a sentence requesting a review or a correction.

## **Security**

We take every precaution to protect your personal information. At Southern Caregiver Resource Center, your personal information is kept confidential and stored in a secure environment. Access to your information is restricted only to authorized staff with a legitimate and specific business purpose. For example, our finance employees need access to information to process online donations. Our web site uses 128bit SSL encryption for keeping an internet connection secure and safeguarding any sensitive data between user and site. If you have any questions about the security at our website, send an e-mail to scrc@caregivercenter.org.