

## **Donor Privacy Policy**

### **OUR COMMITMENT TO OUR DONORS**

#### **Basics of This Privacy Policy**

**The Rian Immigrant Center (“the Rian Center”) does not trade, share or sell any donor’s personal information with anyone else, nor does the Rian Center send donor mailings on behalf of other organizations.**

#### **Full Privacy Policy**

The Rian Immigrant Center believes in safeguarding personal information and ensuring that privacy is respected and protected for donors, volunteers, vendors and clients. We will use personal information to keep donors, friends, vendors, volunteers, clients and alumni informed of our activities including our programs, special events and funding needs. We respect all requests to remain anonymous. We will always provide an “optout” procedure for donors and others who receive such materials to request that their names be deleted from similar mailings, phone calls, faxes or electronic communications in the future. Donors, friends, volunteers, clients and alumni may contact the Rian Center at any time and we will gladly accommodate your preferences. Individuals may choose to opt out of electronic communication including emails. Individuals may also request that their record be flagged as “Do Not Call”. The Rian Center will honor all or a combination of these “opt out” preferences.

This is a general audience web site, intended for users of all ages. Personal information of all users is collected, used, and disclosed as described in this Privacy Statement. This Statement contains a section with specific details regarding personal information collected from children (see below).

#### **Collection of your Personal Information**

The Rian Center collects personal data through event registration, email subscription, online donation services, postal mail, wire transfer, phone and other electronic means. We only collect this information when users submit it voluntarily or through the public domain. If a user prefers

not to submit such information online, they may contact the Rian Center to determine an appropriate channel to transmit this information.

You can visit most pages on our site without giving us any information about yourself. But sometimes we do need information to provide services that you request, and this privacy statement explains data collection and use in those situations.

For example, during your visits to our web sites, you may request information, contact us, sign up for an event, or conduct transactions online. You will then need to give us certain personal information just as you would if you were communicating with us in person, by mail or by telephone. Also, we may ask you to "signin," complete a survey, or answer simple questions. Be assured that we maintain electronic security safeguards to help protect personal information about you that we obtain via the Internet.

The Rian Center may collect certain information about your computer hardware and software. This information may include your IP address, browser type, operating system, domain name, access times and referring Web site addresses. This information is used to provide general statistics regarding use of the Rian Center web site.

The Rian Center may also collect information about which pages our customers visit within the Rian Center web site. This site visitation data is identified only by a unique ID number, and it is never linked with personal information unless a user consents.

In order to constantly improve our web site and better serve our customers online, the Rian Center may use software tools such as "cookies" to gather information about site visitors' browsing activities.

### **Use of your Personal Information**

The Rian Center collects and uses your personal information. The Rian Center does not use or disclose sensitive personal information without your explicit consent.

The Rian Center may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

The Rian Center does not sell, rent, or lease its client lists to third parties. The Rian Center does not sell, trade, or share any donor's personal information with any other entity, nor does the Rian Center send donor mailings on behalf of other organizations.

We occasionally hire other companies to provide limited services on our behalf, such as handling the processing and delivery of mailings, processing transactions, or performing statistical analysis of our services. We will only provide those companies the personal information they need to deliver the service. They are required to maintain the confidentiality of your information and are prohibited from using that information for any other purpose.

The Rian Center may access and/or disclose your personal information if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on the Rian Center; (b) protect and defend the rights or property of the Rian Center; or (c) act under exigent circumstances to protect the personal safety of users of the Rian Center services or members of the public.

Personal information collected on this site or offline may be stored and processed in the United States or any other country in which the Rian Center maintains offices, and by using this site, or otherwise give us your personal information, you consent to any such transfer of information outside of your country.

If you choose to send us an email message, we may retain the content of the email, your email address, and our response in order to service your needs.

You may be placed on our mailing list when you contact us. To remove your name from our mailing list, please send an email to: [info@riancenter.org](mailto:info@riancenter.org)

If you opt out of broadcast emails, the Rian Center reserves the right to contact you in other ways.

### **Control of your Personal Information**

When you contact us, or otherwise give us personal information, the Rian Center will not share that information with third parties without your permission, other than for the limited exceptions already listed. It will only be used for the purposes stated above.

### **Security of your Personal Information**

The Rian Center is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. For example, we store the personal information you provide on computer systems with limited access, which are located in controlled facilities.

When we transmit highly confidential information (such as a credit card number) over the Internet, we protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

### **Links to Third Party Sites**

The Rian Center is not responsible for the information practices employed by sites linked to or from our web site. In most cases, links to non-Rian Center web sites are provided solely as pointers to information on topics that may be useful to the users of the Rian Center web site or our services. Since third party web sites may have different privacy policies and/or security standards governing their sites, we advise you to review the privacy policies and terms and conditions of these sites prior to providing any personal information.

### **Children's Online Privacy**

Protecting children on the Internet is very important to us. For that reason, the Rian Center does not intentionally collect information on our web sites from those we actually know are under 13. Parents can be proactive and limit web site access to their children by installing filtering software.

Children's access to the Internet can permit them to visit inappropriate web sites and be exposed to unnecessary risks. The Children's Online Privacy Protection Act (COPPA) protects children under the age of 13 from the online collection of personal information. Learn more about COPPA at the Federal Trade Commission's web site.

### **Changes to this Statement**

The Rian Center will occasionally update this Privacy Statement. If there are material changes to this Statement or in how the IIC will use your personal information, the Rian Center will prominently post such changes prior to implementing the change. The Rian Center encourages you to periodically review this Statement to be informed of how we are protecting your information.

### **Contact Information**

The Rian Center welcomes your comments regarding this Privacy Statement. If you believe that the Rian Center has not adhered to this Statement, please contact us by telephone, email, or postal mail.

The Rian Center's Privacy Policy

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