

POLICY # **A-26-07**

POLICY: **WEBSITE PRIVACY NOTICE**

POLICY STATEMENT:

This privacy notice discloses the privacy practices for www.logancenter.org. This privacy notice applies solely to information collected by this website. It will notify you of the following:

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

Information Collection, Use, and Sharing

1. LOGAN is the sole owner of the information collected on this site. LOGAN only has access to collect information that you voluntarily give us via email or other direct contact from you, such as name, address, credit card information, phone number, email, gender, or age. We will not sell or rent this information to anyone.
2. LOGAN 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 LOGAN not to, we may contact you via email in the future to tell you about new services and programs, agency updates, fundraising events and initiatives, or changes to this privacy policy.

Your Access to and Control Over Information

You may opt out of any future contacts from LOGAN 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 LOGAN has about you, if any.
- Change/correct any data LOGAN has about you.
- Have LOGAN delete any data it has about you.
- Express any concern you have about LOGAN's use of your data.

Security

1. LOGAN takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.
2. Wherever LOGAN collects sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. 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.
3. While LOGAN uses 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, billing or donor acknowledgment, volunteer application processing, or recreation activities registrations) are granted access to personally identifiable information. The computers/servers in which LOGAN stores personally identifiable information are kept in a secure environment.

Orders

LOGAN requests information from you on our order form. To buy from LOGAN, you must provide contact information (like name and shipping address) and financial information (like credit card

number, expiration date). This information is used for billing purposes and to fill your orders. If LOGAN has trouble processing an order, LOGAN will use this information to contact you.

Cookies

LOGAN uses "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when LOGAN uses a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable LOGAN to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on LOGAN's site.

Links

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. 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

LOGAN reviews its policies regularly. You may check back on this page at any time 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 574-289-4831 or logan@logancenter.org**

Approved:	January 28, 2016 Board of Directors	
Date: February 5, 2021	By: Chief Marketing Officer	Status: Revised