

## **Privacy Notice**

The Little Sisters of the Poor at St. Joseph's Home for the Elderly in Palatine, IL are committed to protecting your privacy. Personal information of all users is collected, used and disclosed as described in this Privacy Statement.

### Collection of your Personal Information

The Little Sisters of the Poor at St. Joseph's Home for the Elderly collects personal information, such as your email address, name, home or work address, and telephone number when you make a donation. If you choose to make online donations, we will collect additional personal information, including your credit card number and billing address, in order to process the transaction.

### Information Collection, Use, and Sharing

We are the sole owners of the information collected. We only have access to/collect information that you voluntarily give us via direct contact from you. We will not sell, share, trade or rent our donors' names or personal information with any other entity, nor send mailings to our donors on behalf of other organizations.

We will use your information to respond to you, regarding the reason you contacted us. We may occasionally hire other companies to provide limited services on our behalf, such as handling the processing and delivery of mailings, or processing transactions. 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.

Unless you ask us not to, we may contact you via mail or email in the future to tell you about appeals and events, or changes to this privacy policy. An opt out option is included with each mailing.

### Cookies

We use "cookies" on our website- LittleSistersofthePoorPalatine.org. 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 we use 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 us 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 our site.

### Links

Our website 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.

## Your Access to and Control Over Information

You may opt out of any future contacts from us 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 we have about you, if any.
- Change/correct any data we have about you.
- Express any concern you have about our use of your data.

## Security

We take precautions to protect your information both online and offline. Wherever we collect 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 lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use 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, donation processing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment. Any personal information sent to us through the mail is shredded after it is processed.

If you feel that we are not abiding by this privacy policy, you should contact us immediately at 847-358-5700 or [dvpalatine@littlesistersofthepoor.org](mailto:dvpalatine@littlesistersofthepoor.org).