

# PRIVACY STATEMENT



Routt County United Way

## **Donor Information Collection and Use**

Protecting the confidentiality of personally identifiable information of our donors collected through our website or other means has been, and will continue to be, a top priority of Routt County United Way. Routt County United Way only gathers personally identifiable data (examples: addresses, zip codes, email addresses) when voluntarily submitted by you or your company. Except as stated herein, Routt County United Way will not disclose, sell, share, trade, or rent any personally identifiable data collected on this site. This information is used by your company's payroll administrator (for payroll deductions), Routt County United Way, or a secure online merchant bank (for credit cards & e-checks) for the purpose of executing the transaction. Routt County United Way may use your information for other internal purposes, including communications to make you aware of how your donations are being spent, events, newsletters, and other general information relating to Routt County United Way.

Routt County United Way may, from time to time, contract with outside vendors to conduct donor interest and satisfaction research. All outside vendors contracting with Routt County United Way will sign a non-disclosure agreement stating that personally identifiable data will not be used for any purpose other than for the research project commissioned by Routt County United Way. Routt County United Way may also share personally identifiable data with its affiliate agencies. We will also release personally identifiable data about you, if necessary, in order to comply with valid legal processes such as a search warrant, subpoena, or court order. Routt County United Way reserves the right to use all information, including personally identifiable data, at its disposal and to share this information with internet service providers and other third parties as necessary to investigate any incident of misuse or abuse of its site, server, or information systems.

Other Web sites that you may link to from our site, including our partners' Web sites, maintain their own privacy policies. Routt County United Way is not responsible for the privacy practices of other Web sites or affiliate agencies. We encourage you to review the privacy policies of Web sites or affiliate agencies before providing them with any of your personally identifiable information.

The information which Routt County United Way automatically gathers, such as the number and frequency of visitors to our site and its areas, is used only in the aggregate: very much like television ratings that tell the networks how many people tuned in to a program. This collective data helps us determine how often visitors use which parts of the site, so that we can improve our site in response to visitor usage. We also may provide aggregated statistical "ratings" information, never information about you personally, to our Routt County United Way partners about how our visitors, collectively, use our Web Site.

## **Opt-out**

You are given the opportunity to 'opt-out' of having your personally identifiable data used for communication purposes. You can select to opt-out on any of our email, registration, or donation forms. You may also email us at [info@RouttCountyUnitedWay.org](mailto:info@RouttCountyUnitedWay.org).

## **Credit Card and Bank Account Information**

Routt County United Way appreciates the great trust you place in us when you share with us your credit card or bank account information. Protecting this information is a responsibility we do not take lightly. As such, Routt County United Way regularly reviews its procedures and systems for compliance with federal regulations and Payment Card Industry Data Security Standards (PCI DSS).

## **Your Security**

We take every precaution to protect the safety and security of your transaction both online and off-line. We use a high-grade encryption and the https security protocol, SSL, to communicate with your browser software. This method is the industry standard in security protocol, helping to keep your personally identifiable data as secure as possible.

While we use SSL encryption to protect sensitive information online, we also protect user-information off-line. Only Routt County United Way authorized employees are granted access to personally identifiable data. All servers that store personally identifiable data on are kept in a secure environment.

## **Changes to Privacy Policy**

If we change our privacy statement, we will post those changes prominently so that you will always know what information we gather, how we might use that information, and whether we will disclose it to anyone.

## **Communication**

Please feel free to contact us with any questions or concerns you may have by emailing us at [office@routtcountyunitedway.org](mailto:office@routtcountyunitedway.org) or by phone at (970) 879-5605.