

## **Privacy Policy**

Your privacy is important to us and maintaining your trust and confidence is one of our highest priorities. We respect your right to keep your personal information confidential and understand your desire to avoid unwanted solicitations. We hope that by taking a few minutes to read it, you will have a better understanding of what we do with the information you provide us and how we keep it private and secure.

### **Types of Information We Collect**

We collect certain personal information about you (including your name, mailing address, phone number and e-mail address) but only when that information is provided by you or is obtained by us with your authorization. We use that information to prepare the acknowledgment of your donations and/or to send communications materials to you.

Examples of sources from which we collect information include:

- phone calls with you,
- letters or e-mails from you, and
- donations online

If you make a donation, we also may collect your credit card and account information. This information is kept on secure in our financial database and is never disclosed to anyone. Only those employees that have a legitimate business purpose for accessing and handling this information are given authorization to do so. The unauthorized access or use of such information by a PRASAD Children's Dental Health Program (PRASAD CDHP) employee or volunteer is prohibited and constitutes grounds for disciplinary action.

### **Parties to Whom We Disclose Information**

As a general rule, we do not disclose personal information about our donors or former donors to anyone. However, to the extent permitted by law, certain nonpublic information about you may be disclosed in the following situations:

- To comply with a validly issued and enforceable subpoena or summons.
- In the course of a review of our organization's practices under the authorization of a state or internal auditors.
- As a part of any actual or threatened legal proceedings or alternative dispute resolution proceedings either initiated by or against us, provided we disclose only the information necessary to file, pursue, or defend against the lawsuit and take reasonable precautions to ensure that the information disclosed does not become a matter of public record.
- To provide information to affiliates of the organization who perform services or functions for us in conjunction with our services to you, but only if we have a contractual agreement with the other party which prohibits them from disclosing or using the information other than for the purposes for which it was disclosed
- To comply with IRS reporting requirements as specified on IRS Form 990.

### **Confidentiality and Security of Nonpublic Personal Information**

Revised: April 2011

We do not share, sell, or rent your individual personal information with or to any individual or organization except as permitted under this Privacy Policy, pursuant to your express permission, or as required by law.

Except as otherwise described in this notice, we restrict access to nonpublic personal information about you to employees of our organization and other parties who must use that information to provide us with mailing services. Their right to further disclose and use the information is limited by the policies of our organization, applicable law, and nondisclosure agreements where appropriate. We also maintain physical, electronic, and procedural safeguards in compliance with applicable laws and regulations to guard your personal information from unauthorized access, alteration, or premature destruction.

### **Data Quality/Access**

The ability to change or modify information previously provided to our site, or to "opt-out" of receiving our mailings, is available to you at any time that you request it. Please go to [prasadcdhcp@prasadcdhcp.org](mailto:prasadcdhcp@prasadcdhcp.org) or contact us by mail at PRASAD Children's Dental Health Program, 465 Brickman Road, Hurleyville, NY 12747

### **Third-party Service Providers**

PRASAD CDHP may employ contractors or other third parties. These contractors or other third parties may have access to your personal information if this access is necessary for them to perform services for us. By submitting any information to PRASAD CDHP, you agree to submit your personal information to PRASAD CDHP and the third-party service providers who provide services to PRASAD CDHP. PRASAD CDHP engages service providers who commit to use reasonable measures to protect the privacy of our Sites' users in a manner consistent with our policies.

### **Business Transition**

If PRASAD CDHP goes through a business transition, such as a reorganization, acquisition by another entity, or transfer of all or a substantial portion of our assets, we reserve the right to transfer your personal information to any successor entity in connection with such business transition.

### **Links to Other Web Sites**

PRASAD CDHP is not responsible for the contents, services, privacy policies, or practices of any web sites to which we may hyperlink from our Site. We encourage you to be aware when you leave our Site and to read the privacy statements of each and every website that collects personally identifiable information.

### **Note to Parents**

Our site does not target children (under age 13) for collection of information online. It is intended for use only by persons 18 or older, emancipated minors, or those who possess legal parental or guardian consent and are fully able and competent to enter into and be legally bound by these Terms. No information should be submitted to or posted at this website by visitors under 13 years of age. If a child under 13 years of age wishes to submit any information, this should be done only by the child's parents or with their consent.

### **Notification of Changes to This Privacy Policy**

Revised: April 2011

We reserve the right to modify this Privacy Policy at any time, so please review it frequently. Users will be made aware of these changes by the change of the version number and effective date at the top of this policy. If we make a change that we reasonably believe may materially affect how we collect, disclose, or otherwise share your personal information, we will post a separate notice to that effect on our home page with a link to the revised policy. Any changes made to this Privacy Policy will apply to any personal information that you provide to us on or after the effective date of such changes and any information previously collected from you by PRASAD CDHP. If you do not agree with the revised terms of this Privacy Policy, you may terminate your use of the sites and contact PRASAD CDHP to unsubscribe from any e-mails we send at [prasadcdhp@prasadcdhp.org](mailto:prasadcdhp@prasadcdhp.org) or contact us by mail at PRASAD Children's Dental Health Program, 465 Brickman Road, Hurleyville, NY 12747.

### **Questions or Concerns**

If you have any questions about this Privacy Policy or this Site, please contact us via e-mail at [prasadcdhp@prasadcdhp.org](mailto:prasadcdhp@prasadcdhp.org) or contact us by mail at PRASAD Children's Dental Health Program, 465 Brickman Road, Hurleyville, NY 12747.