

The Little Light House Policy / Procedure

Policy Title: Privacy Policy
Department: DOD
Date Revised: June 1, 2016
Person Responsible: DOD

	Administration
X	-Business
X	-Development / Volunteer
	-Facility
	-General
	-Human Resources
	Children Services
	-Administration
	-Documentation
	-Enrollment
	-General
	-Medical

Policy: Privacy

Procedure:

It is the intention of the Little Light House to respect and protect the privacy of all of our visitors to our website and protect our donors who contribute both online or via other methods. Our website does collect statistical information via Google Analytics to permit us to improve the performance and content of our website and personalize content and layout of our web pages. We will not collect any personal information on visitors to our website. Personal information is only obtained when the individual chooses to provide this data, primarily through donations, submission of a request for information or by registering for an event.

All online donations and event registrations are processed through Classy.org, which uses an industry-standard SSL (secure socket layer) technology to protect our visitor's information and provide a safe and secure environment for online donations. The Little Light House and Classy.org will not sell, trade or share your personal information with anyone else, nor send donor mailings on behalf of other organizations. We will only share personal information, if you have given us specific permission to do so.

Additionally, when the Little Light House obtains personal information through an offline donation, we will not sell, trade or share your personal information with anyone else, nor send donor mailings on behalf of other organizations. We will only share personal information, if you have given us specific permission to do so.

We do not collect or store your email address unless you contact us in one of several ways to provide us with your email, including but not limited to contacting us directly via email or providing your email via a phone call, registration form, and/or other form whether online or paper. To opt-out or remove yourself from an email or mailing list at the Little Light House, please contact our Development Assistant, Callie Ingram at c Ingram@littleighthouse.org or by calling (918) 664-6746.