

# *The Arc - Jefferson, Clear Creek & Gilpin Counties*

## **Privacy Policy**

*Approved by the Executive Committee February 23, 2011*

At The Arc - Jefferson, Clear Creek & Gilpin Counties, your privacy is our priority. We are committed to protecting your privacy at all times, in all situations. The information we collect about you when you become a member, donor or constituent is used to process your membership, order, donation, or request for information and referral, and to register you for any events or trainings sponsored by The Arc.

### **How Do We Use the Information We Collect?**

When you become a member of The Arc or register to participate in our events or trainings, we ask you to fill out a form that requests (or we otherwise seek to collect) your name, street and e-mail addresses, and telephone number, as well as some demographic information such as gender, age, and information about your family.

Your name and address information is used solely to process your membership, donation, order, or request for information and referral. The Arc does not rent, sell or share personal information about you with other people or nonaffiliated organizations.

From time to time we may send out email messages soliciting your support, prompting a call to action, or alerting you of what's new at The Arc. In addition, you may receive communications from us if you have contacted us for a particular reason, and/or to receive the information or service you have requested.

Your demographic information (gender, age, etc.) may be shared in an aggregated way. For example, we may publish that x% of our members are male, while y% are female. We never release individual demographics to any party. The Arc also uses demographic information in aggregate terms for reporting purposes - in annual reports, or to funding sources or charity-watch agencies, for example.

The Arc - Jefferson, Clear Creek & Gilpin Counties automatically receives and records information on our server logs from your browser, including your IP address and the page(s) you request. This information is used for internal analysis of our website/e-communications only.

### **Links to Other Sites**

The Arc's Web site ([www.arcjc.org](http://www.arcjc.org)) contains links to other Web sites. Please note that when you click on one of these links, you may be leaving The Arc site and entering another Web site. These sites may independently collect or request information about you and we encourage you to read the privacy statements of these linked sites as their privacy policy may differ from ours.

### **Your Consent**

By becoming a member, donor or constituent of The Arc - Jefferson, Clear Creek & Gilpin Counties and/or by using our Web site, you consent to the collection and use of the information you provide to us as described above. If we make any material changes in our privacy practices or in how we use your personally identifiable information, we will post a prominent notice in eUpdate and on our Web site prior to implementation of the change.

Each email sent by The Arc - Jefferson, Clear Creek & Gilpin Counties provides you the opportunity to opt out of email communication. You can also request that your information be deleted from our email/ mailing list by contacting us at [info@arcjc.org](mailto:info@arcjc.org).

If you have questions or suggestions, please can contact us at [info@arcjc.org](mailto:info@arcjc.org) or you can call us at 303.232.1338. Written correspondence should be mailed to:

The Arc - Jefferson, Clear Creek & Gilpin Counties  
Privacy Policy Issues  
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