

# **The Women's Center Privacy Policy**

We value your privacy.

The Women's Center is committed to protecting the privacy of our supporters, web visitors, clients and prospective clients. This privacy policy governs our collection and use of contact information collected from visitors to our website, through email and regular mail correspondence, telephone calls, and faxes, and reflects our policies toward privacy in respect to all other means of gathering and disseminating data.

The Women's Center is committed to properly securing the Personal Information we collect. To help us accomplish this, we take the following steps:

We employ internal access controls to ensure that the only people who see your information are those with a need to do so to perform their official duties.

We train relevant personnel on our privacy and security measures.

We physically secure the areas where we hold hard copies of the information that we collect.

We regularly back up the information that we collect to insure against loss.

We use technical controls to secure the information that we collect online as appropriate, including but not limited to:

Secure Socket Layer (SSL), encryption, firewalls, and password protections.

Like most organizations, The Women's Center does maintain internal lists of contact information. Because your name, physical mail and e-mail addresses are confidential, we never share any list with outside parties. Only select The Women's Center personnel and certain technical contractors are allowed access to the areas of the computer systems in which we store our lists. Lists are accessed only for the purpose of upgrading our computer systems or distributing professional communications that help us accomplish our mission as a nonprofit organization.

## **Correspondence**

Any contact information or any correspondence sent by clients, donors or web visitors to The Women's Center via regular mail, online through forms, through fax, email, or any other means is never sold to third parties under any circumstances.

## **Donor Acknowledgement**

Information posted about The Women's Center donors on the website consists solely of a thank-you and list of organization names or a logo or listing in the left side bar sponsorship boxes. Businesses and organizations that donate to The Women's Center may occasionally be thanked at special events, our newsletter or in media releases. If an organization or individual wishes to have their name removed from the website or other lists we publish, they are welcome to contact The Women's Center and their request will be met as soon as possible.

## **Online Forms**

Online forms are posted on our website to offer our web visitors the ability to donate and to register online for certain Women's Center programs or services. Information submitted via an online form is never shared with a third party.

## **Links to Other Websites**

As a service to our web visitors, we offer a select list of links to organizations offering information or services about services for victims of domestic violence, sexual assault and abuse. We are not responsible for the privacy practices or the content of sites to which we link.

## **Changes to our privacy policy**

If we decide to change our privacy policy, we will post those changes to this privacy statement, and other places we deem appropriate so our donors and clients are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

## **Opt In/ Opt Out**

If you wish to no longer receive printed information or email communication from The Women's Center, you may contact us and ask to have your name removed from our distribution lists. We will comply with your request as soon as possible.

## **Contact The Women's Center**

If you have any questions about this privacy statement or your visit to our web site, please contact:

The Women's Center  
505 N East Ave  
Waukesha, WI 53186  
Phone: 262- 547-4600