## **Privacy Notice**

This privacy notice applies to <a href="www.safeproject.org">www.safeproject.org</a> and aims to provide you with information regarding our use of your Personal Information when you visit our website. It will notify you of the following:

- 1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
- 2. What choices are available to you regarding the use of your data.
- 3. The security procedures in place to protect the misuse of your information.
- 4. How you can correct any inaccuracies in the information.
- 5. How policy changes will be communicated.

# Information Collection, Use, and Sharing

SAFE Project is the sole owner of information collected on this site. We only have access to/collect information that you voluntarily give us via direct contact from you on website forms. The information we may collect includes personal identifiers such as name, email, address, phone number, and other information you provide. We will not sell this information to anyone.

We will use your information to respond to you regarding the reason you contacted us or sign you up for a service such as our newsletter if you requested it. We will not share your information with any third party outside of our organization other than as necessary to fulfill your request, e.g. Google Forms for applications, PayPal for donations, and Wix for e-newsletters.

Unless you ask us not to, we use your information to follow up with you, such as contacting you about an application you submitted, sending a thank you for a donation, or emailing to let you know information about our services or upcoming events.

### **Forms and Applications**

Completing a form or application is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name, email, address, and phone number), and demographic information (such as education level and experience). Contact information will be used to follow up as indicated on the form (such as sign you up for our newsletters) or application (such as email or call to schedule an interview).

### Sharing

We use outside payment processing companies for collecting donations and event/ticketing sites for our fundraising event ticket sales. These companies do not retain, share, store or use personally identifiable information for any secondary purposes beyond processing your donation or ticket sale.

### Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- Find out what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

### Security

We take precautions to protect your information. When you submit sensitive information via our website, your information is protected both online and offline. Wherever we collect sensitive information (such as personal identifiers), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of our web page. While Wix uses encryption to protect sensitive information transmitted online, SAFE Project also protects your information offline. We review our information collection, storage, and processing practices, including physical security measures, to prevent unauthorized access to our systems. We restrict access to personal information to SAFE Project employees who need that information in order to process it, e.g. the Volunteer Coordinator for volunteer applications. Anyone with this access is subject to strict contractual confidentiality obligations and may be disciplined or terminated if they fail to meet the obligations.

#### Links

Our website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

### Changes to this Policy

We may make changes to this privacy notice from time to time, but we will not reduce your rights under this privacy notice without your consent. You may check back on this page at any time to view our current policy. If changes are significant, we will provide a more prominent notice or contact you directly if we have your contact information.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 307-742-7273 or via email at admin@safeproject.org.