

Privacy Policy

Habitat for Humanity of Suffolk

May 16, 2006

Habitat for Humanity of Suffolk takes the protection of your personal information seriously. This Privacy Policy explains what personal information we may collect, how we may use that information, and the steps we take to ensure the information you give us is protected. It applies to personal information we collect through this website, as well as through the mail, by phone, or in person from our donors, volunteers, and others wishing to receive information from us.

Information We Collect

Contact information you provide

When you make a donation, subscribe to one of our newsletters, submit a volunteer form, or request more information from us, whether through this website or through other means, we ask for your contact information, including your name, mailing address, phone number, and e-mail address. We also collect additional information from our volunteers that helps us match their experience and interests with volunteer opportunities. Please see a copy of our volunteer form for more details on the information we request from volunteers. In some instances, we may ask for contact information for people other than yourself – for example, e-mail addresses of friends to whom you wish to send a copy of our newsletter.

Billing information

All online donations to Habitat for Humanity of Suffolk are processed by Habitat for Humanity International. Transmission of your billing information to HFHI is governed by their privacy policy and Habitat for Humanity of Suffolk does not receive your credit card information from HFHI. If you make a donation through the mail, by phone, or at one of our events, we collect billing information and use it to process the donation(s) you have authorized.

Information about children

We do not knowingly collect personal information from children under the age of 13 through the Habitat for Humanity of Suffolk website. If we learn that we have collected any personal information from a child under the age of 13 through the website, we will delete that information from our database as soon as possible.

Information about the families we serve

We work closely with the families we serve and collect a wide variety of information about them in meetings and phone calls with Habitat for Humanity of Suffolk staff. We always get a parent or guardian's consent before collecting or using any information about Habitat for Humanity of Suffolk children and treat that information with the utmost confidentiality. The specific privacy and disclosure

provisions for the families we serve are not covered in detail in this Privacy Policy. When we meet with families, we provide them with additional privacy and disclosure policies.

Cookies and IP addresses

We do not use cookies on our website. Our web server automatically collects information such as IP addresses and the type of browser a visitor is using. The site also maintains a log that includes aggregate information about the number of people who visit the site and which pages visitors frequent.

What We Do with the Information We Collect

Contact information you provide

We use the contact information you share with us to provide you with information or resources you have requested, such as our newsletter. We also use the contact information we collect to process donations and send you information about Habitat for Humanity of Suffolk events, volunteer opportunities, requests for donations, and news.

Habitat for Humanity of Suffolk may share your contact information with reputable companies to assist us in providing one of our services, such as companies that process our mailings. We prohibit these companies from using your contact information for any other purpose.

Habitat for Humanity of Suffolk does not sell or rent its lists to any third parties.

Your Choices

We respect the privacy and choice of our donors, volunteers and the families we serve. If you would like to correct any of your information or remove your contact information from our database, you can email your request to info@hfhsuffolk.org or write to us at 643 Middle Country Road, Middle Island, NY 11953. Please include your name and address in your request. Families we work with should talk directly with their Habitat for Humanity of Suffolk staff contact about any concerns with the privacy of their personal information.

Security

Online donations to Habitat for Humanity of Suffolk are processed by HFHI. For more information about HFHI's security, please read their privacy policy at www.habitat.org. Habitat for Humanity of Suffolk requires its employees to treat all contact information as confidential. We also employ a firewall to help protect our website from unauthorized access. Though we use our best efforts to keep all data secure, we are not responsible for breach or misuse by others.

Links to Other Websites

If you link to another website from www.hfhsuffolk.org, this Privacy Policy does not apply and Habitat for Humanity of Suffolk is not responsible for the privacy practices or the content of such websites.

Please be sure to review the privacy policy of any other sites you may link to from hfhsuffolk.org.

Updates to this Privacy Policy

If we update this Privacy Policy, we will change the effective date at the top of this page. For material changes to this Privacy Policy, we will notify you by placing a prominent notice on the main Habitat for Humanity of Suffolk web page that this policy has been updated. We will not materially alter the use of your personal information without contacting you and seeking your affirmative consent.

Last Updated on: 4/27/06