

Privacy Policy

THIS NOTICE DESCRIBES THE PRIVACY AND DATA COLLECTION PRACTICES FOR THE CATHOLIC CHARITIES MAINE WEBSITE

Your privacy is very important to Catholic Charities Maine. We will never sell or share your personal information with outside organizations without your written consent. Here is an outline of the information we do and do not gather from our site visitors.

INFORMATION COLLECTION

For each visitor to our website, our server records:

- the visitor's domain name, and
- user-specific information on what pages the visitor accesses or views.

Our server does not recognize visitors' e-mail addresses and we do not set any cookies. Cookies refer to unique packets of information that a server can transfer to a visitor's computer. Site visitors may be asked to give other information, such as a mailing address, a phone number, and credit card information, in order to receive some of our services. Visitors may decide to volunteer this additional information to fill out a survey, to make a donation, to register for a program, or to join a mailing list.

The information we collect is used to improve the content of our website. It is only shared with Catholic Charities Maine and its affiliates.

Catholic Charities Maine only gathers personal information, such as, first and last names, home addresses, e-mail addresses and credit card numbers, when voluntarily submitted by you. If you make an online donation, personal information will be collected from you in order to process that donation.

www.ccmaine.org does provide links to other sites. Other Internet sites and services have separate privacy and data collection practices. Once you leave www.ccmaine.org, Catholic Charities Maine has no control or responsibility over the privacy policies or data collection activities at another site. Further, Catholic Charities Maine does not endorse or sponsor the sites to which it has established links.

SHARING OF PERSONAL INFORMATION

We do not partner with or have special relationships with any ad server companies. From time to time, we may use this volunteered information for new, unanticipated uses not currently disclosed in this privacy policy. If our information practices change at some time in the future, we will contact each individual before we use his or her data for these new purposes and allow each person to opt out of these new uses. We will also post the policy changes to our website to notify visitors of these changes and provide visitors with the ability to opt out of these new uses. If you are concerned about how your information is used, you should check back at our website periodically.

Companies may be engaged by Catholic Charities Maine to perform a variety of functions, such as, assisting with donation collection, providing technical services for our web sites, etc. These companies may have access to personal information if needed to perform such functions. However, these companies may only use such personal information for the purpose of performing that function and may not use it for any other purpose. Other than as provided in this privacy policy, Catholic Charities Maine does not sell, transfer or disclose personal information to third parties.

Catholic Charities Maine reserves the right to use or disclose any information as needed to satisfy any law, regulation or legal request, to protect the integrity of the site, to fulfill your requests, or to cooperate in any law enforcement investigation or an investigation on a matter of public safety.

YOUR PERSONAL INFORMATION

Site visitors who have provided Catholic Charities Maine with additional information are welcome to contact us at anytime about this information.

Our postal address is:

**P. O. Box 10660
Portland, ME 04104-6060**

Or contact Theresa Gamache at info@ccmaine.org
You can also reach her by telephone at 207-781-8550.

Upon request we provide site visitors with access to all information (including proprietary information) that we maintain about them. This includes:

- financial information (e.g., credit card account information),
- transaction information (e.g., dates on which customers made purchases, amounts and types of purchases),
- communications that the visitor has directed to our site (e.g., e-mails, customer inquiries),
- contact information (e.g., name, address, phone number), and

Visitors can access this information by sending us an e-mail at the above e-mail address, calling us at the above telephone number, or writing to us at the above address.

If a site visitor receives an e-mail message from Catholic Charities Maine and no longer wishes to receive these messages, he or she can be removed from the e-mail list by sending us an e-mail at the above e-mail address, calling us at the above telephone number, or writing to us at the above address.

If you have elected to volunteer personal information, Catholic Charities Maine will use that information collected from you to send you periodic mailings, such as, information regarding new services, projects, upcoming events, fund-raising campaigns or major grant initiatives. If you do not wish to receive such materials, we will not send them to you. If you elect to make an on-line donation, your name will be listed as a donor in our annual report unless you request to be removed from this listing.

Names and addresses can be removed from any mailing list by sending us an e-mail at the above address, calling us at the above telephone number, or writing to us at the above address. These requests will be processed within two weeks of receipt.

SECURITY

When we transfer and receive certain types of sensitive information, such as financial or health information described above, we redirect visitors to a secure server and will notify visitors through a pop-up screen on our site. We have appropriate security measures in place in our physical facilities to protect against the loss, misuse, or alteration of information that we have collected from you at our site. However, we cannot guarantee the security of your computing environment. Please be sure to use a

secure computer and network connection when you transmit information to us.

If you feel that this site is not following its stated privacy policy, you may contact us at the above addresses or phone number. Or you can contact the state or local chapters of the Better Business Bureau, the state or local consumer protection office, the Federal Trade Commission by phone at 202-FTC-HELP (202-382-4357) or visit their website at <http://www.ftc.gov/ftc/complaint.htm>.