

**UNITED WAY OF CENTRAL IOWA**

**TITLE: United Way of Central Iowa Privacy Policy**

<p><b>POLICY</b> Approved by the United Way of Central Iowa Board of Directors: N/A</p>	<p>Approved by the United Way of Central Iowa Executive Committee: 8/20/2019</p>
<p><b>PROCEDURES</b> Approved by United Way of Central Iowa Management: 8/5/2019</p>	<p><b>UPDATED</b> August 5, 2019</p>

**Purpose**

Protecting your privacy is a top priority for United Way of Central Iowa (sometimes referred to as “United Way”, “us”, “our” or “we”). This policy outlines our commitment to respecting your privacy and explains how we collect, use, protect and disclose personal information. This policy outlines United Way’s commitment to privacy and is designed to assist you in understanding how information is collected and used when you access the United Way of Central Iowa website or engage with other United Way-managed websites, sign-up sheets, online forms, pledge forms, and other services (collectively “the Services”). By engaging with any of the Services or by submitting information, you agree to the use of such information as described herein.

**Information Collection and Use**

United Way gathers personal information when voluntarily submitted by you or your employer through the Services. Occasionally, United Way may use a third-party vendor to source information such as email address, birthdates, etc. Except as stated herein, United Way will not disclose, sell, share, trade, or rent to others any personal information collected.

Personal information may be used by your employer’s payroll administrator (for payroll deductions), United Way, or a secure online merchant bank (for credit or debit cards) for the purpose of executing a transaction. We may use your information for other internal purposes, including communications you may care about. You may ‘opt-out’ of communications through any of our emails or you may email [contactus@unitedwaydm.org](mailto:contactus@unitedwaydm.org) to request to be opted-out.

Except when receiving individual data, from external 3<sup>rd</sup>-parties, under strict confidentiality provisions, in order to report aggregate community outcomes, United Way Services are not intended to acquire any information concerning persons under the age of 16. We do not knowingly collect personal information about persons under the age of 16 in the performance of the Services. We reserve the right to delete any information identified as having been provided by such persons at our discretion.

United Way may contract with outside vendors to assist us in performing Services, which may include conducting interest and satisfaction research. In addition, these vendors and United Way may collect certain information about donors and potential donors by automated means, such as digital “cookies” or Google Analytics. United Way undertakes efforts so that outside vendors and service providers contracting with United Way sign a non-disclosure agreement stating that personal information will only be used for the purpose of their contract or service agreement with United Way.



United Way may also share your information with agencies to whom you designated pledges, unless you choose to remain anonymous. We will also release personal information, if necessary, in order to comply with valid legal processes such as a search warrant, subpoena, or court order. To investigate any incident of misuse or abuse of our site, server, or information systems, United Way reserves the right to use all information at its disposal and to share this information with internet service providers and other third parties assisting in the course of the investigation.

Other websites that may be linked to from our site, including our partners' websites, maintain their own privacy policies. United Way is not responsible for the privacy practices of other websites or organizations. We encourage you to review the privacy policies of other organizations before providing them with personal information.

### **Credit/Debit Card and Bank Account Information**

United Way appreciates the great trust you place in us when you share with us your credit/debit card or bank account information. Protecting this information is a serious responsibility. As such, Regular reviews of procedures and systems for compliance with federal regulations and Payment Card Industry Data Security Standards (PCI DSS). United Way uses secure online merchant processors for all credit card transactions. These processors include, but are not limited to, MobileCause, ArgoFire, Cybersource, and Stripe.

### **Your Security**

United Way is diligent in protecting the safety and security of your personal information. We use high-grade encryption and the HTTPS, SSL, to communicate with your browser software. This method is the industry standard in security protocol, helping to keep your personally identifiable data as secure as possible.

United Way also protects user-information off-line. Only United Way authorized employees are granted access to personal information. All servers that store personal information are kept in a secure environment.

While United Way makes every effort, no security system is perfect, and United Way cannot guarantee that information you provide will remain private or that information you transmit to us over the internet will not be intercepted.

### **Changes to Privacy Policy**

Changes to this privacy policy will be posted prominently on our website so that you will always know what information we gather, how we might use that information, and whether we will disclose it to anyone.

### **Contact Us**

Please feel free to contact us with any questions or concerns you may have by emailing us at [contactus@unitedwaydm.org](mailto:contactus@unitedwaydm.org) or by phone at 515-246-6500.

### **Acceptance**

By using our Services, you signify your acceptance of this Privacy Policy. If you have any questions or concerns regarding this policy you may email [contactus@unitedwaydm.org](mailto:contactus@unitedwaydm.org).