PRIVACY POLICY

The following policy is adopted with the intention of insuring donor, participant, and volunteer privacy through our website and database programs and also in communications, marketing and promotional materials.

PROJECT SELF-SUFFICIENCY PRIVACY PLEDGE

At Project Self-Sufficiency we are keenly aware of the trust you place in us, and our responsibility to protect the privacy of the participants and families we serve, as well as our many volunteers, sponsors, and donors. As part of this responsibility, we let you know what information we collect on our website, how we collect it, and how we use this information to improve and sustain our program.

We make every reasonable effort to ensure that personal information is accurate and complete. We rely on individuals to notify us if there is a change to their personal information that may affect their relationship with our organization. If you are aware of an error in our information about you, please let us know and we will correct it on request wherever possible. In some cases we may ask for a written request for correction.

Please direct any comments or questions to our office at: Project Self-Sufficiency of Loveland-Fort Collins, 375 West 37th Street, Suite 150, Loveland, CO 80538.

We can be reached by telephone at 970-635-5912 or by email info@ps-s.org.

INFORMATION WE COLLECT

We collect information about our program participants and their families via a paper Program Application, which can be emailed to staff or turned in to our Fort Collins or Loveland offices. Our Program Application collects names, postal and email addresses, demographic information about families and participants, emergency contact information, participants’ work and education histories, and other information they voluntarily submit to us.

We collect personal information of prospective volunteers who submit their information via paper Volunteer Application forms as part of our volunteer recruitment processes. We also collect your personal information when you generously choose to donate to Project Self-Sufficiency via our Donate Now button, which links to a third-party service provider.

For each visitor to our website, our web server does not recognize information regarding the email address — just country of origin and web browser used. We do run Google Analytics on our website. For more information on what information is collected and their Privacy Policy, please visit:
http://www.google.com/analytics/terms/us.html. See more information below for our PS-S website Privacy.

INFORMATION THIRD-PARTIES COLLECT ON OUR BEHALF

We use a third-party service provider to collect donations you generously make to PS-S. This third-party service provider may collect your bank or credit card information if you submit a payment, but that information is not passed on to PS-S. This third party conforms to information security industry standards for online donations.

We also use a third-party service provider to collect information needed to conduct background checks on our volunteers and program participants (e.g., date of birth and social security number). This third-party service provider is the only location where your social security number is held.

COMMUNICATIONS

Email: We maintain an internal email list of all persons who have requested information, enrolled in our programs, volunteered, or made an online payment or donation. We may use this list to send occasional updates and announcements about our program or emails of a marketing nature, such as special event and fundraising announcements or Single Parent Success Stories. If you do not wish to receive email, you may opt out at any time. Email requests may be sent to info@ps-s.org or you may call 970-635-5912. Requests are processed within 10 business days. Please note that transactional emails may still be sent to you on an as-needed basis.

Postal Mail: Persons who submit their postal address with the goal of receiving further information, including quarterly newsletters, enrolling in our program, volunteering, or donating may periodically receive postal mail from us. If you do not wish to receive mail, please let us know by sending a request to info@ps-s.org or you may call 970-635-5912. Please include your exact name and address so we can be sure your name is removed from our postal mailing list.

Phone: Persons who supply us with their telephone numbers may receive telephone contact from us responding to a request for more information about our program, volunteering, or a transaction (e.g., program application, volunteer opportunities, donations, or documentation for financial assistance). We do not make unsolicited marketing calls.

HOW WE SHARE INFORMATION

With Other Companies and Organizations: The personally identifying information we maintain at Project Self-Sufficiency is for internal use only, and will not be sold, rented, or exchanged with any third party except when (1) you have consented to share the information; (2) we need to share information in order to provide a product or service requested by you; or (3) we need to share the information with others who work on our behalf to provide a requested product or service to you. These third parties do not have the right to use the personally identifying information that we provide to them beyond what is necessary to assist us.
With Funders and Community Supporters: Personally identifying information of donor and funder names may be shared with the community through our website and donor materials and Societies listings. At the time of a donation, you will be asked if your gift and/or your name should be Anonymous. If at any time you would like your gift and/or your name to be Anonymous and not used in print or web materials, please contact us at info@ps-s.org or you may call 970-635-5912.

In addition, photos may be taken at various events throughout the year that may be used in marketing and promotional materials or on our website or social media outlets. We do our best to obtain consent that photos may be used for these purposes prior to using photos, but if you would not like photos to be used, please contact us at info@ps-s.org or you may call 970-635-5912.

With Our Advisors: Personally identifying information of enrolled program participants is shared with our Program Advisors that include the participant’s name, emergency contact information, work and education history and other information directly related to participation in the program. Please refer to our Program Confidentiality Policy for more details.

Photos of participants may be taken at various events throughout the year that may be used in marketing and promotional materials or on our website or social media outlets. We will obtain consent that photos may be used for these purposes prior to using photos, but if you would not like photos to be used, please contact us at info@ps-s.org or you may call 970-635-5912.

As Aggregate Data: We may aggregate data and share it with third parties; including funders, sponsors, donors, and community representatives, after personally identifiable information has been removed.

As Required By Law: At times Project Self-Sufficiency may be required by law or litigation to disclose personally identifying information. If we are required to do so by law, or we believe, in good faith, that such a disclosure is necessary to comply with the law, defend our rights or property, or to respond to an emergency situation, we may disclose any information in our possession. Project Self-Sufficiency has a Confidentiality Policy in place to maintain the confidentiality of program participants enrolled in our programs. Please contact staff for information on this policy at info@ps-s.org or you may call 970-635-5912. If we refuse a request in whole or in part, we will provide the reasons for the refusal. In some cases where exceptions to access apply, we may withhold that information and provide you with the remainder of the record.

HOW WE PROTECT INFORMATION

Project Self-Sufficiency takes precautions to safeguard your personal information against loss, theft and misuse as well as unauthorized access, disclosure, alteration and destruction. We have physical, electronic and managerial procedures in place, as well as document retention policies that safeguard and secure the information we collect from you.

COOKIES

We may use “cookies” to monitor how people use our web site. A cookie is not software and therefore cannot alter your computer or computer files or software in any way. It is simply a piece of information
that is stored on your computer’s hard drive which records how you have used the Project Self-Sufficiency website. If you do not want us to use cookies in your browser, you can alter your browser settings to reject cookies, or to alert you when a website tries to put a cookie on your computer.

ACCESS TO YOUR INFORMATION

If you would like to know what personal information Project Self-Sufficiency has collected about you, we will be happy to share this information. This includes transaction information (e.g., dates on which you made payments, amounts and types of payments, financial assistance, background check reports), communications from our staff (e.g., program-related emails, newsletters), and contact information (e.g., name, address, phone number). Please email info@ps-s.org or you may call 970-635-5912 with a request to review this information.

DISCLOSURE

Information on Project Self-Sufficiency, including a list of our staff and members of the Board of Directors can be found on the Guidestar website: www.guidestar.org. Our listing on Guidestar contains financial information including our IRS Form 990, total income for the last available fiscal year, expenses, funding and administrative categories, and ending net assets. You may also visit other areas of our website for this information at www.ps-s.org.

PROJECT SELF-SUFFICIENCY WEBSITE PRIVACY (WWW.PS-S.ORG)

The completed website technology for Project Self-Sufficiency of Loveland-Fort Collins (“Project Self-Sufficiency” or “PS-S”), will be owned by Fred’s Used Websites, Useful Media Planet, LLC, Frederick J. Richart and/or Maryjo Morgan. Please refer to Fred’s Used Websites Privacy Policy here: http://fredsusedwebsites.com/Page/PrivacyPolicy.php

All site content, domain names and photographs will be owned by Project Self-Sufficiency.

Site design will be owned by, as negotiated between Project Self-Sufficiency and Michelle Tschetter of Zooma Design, LLC. Ideas which are presented but not accepted by the client will remain the property of the contractors.

IF YOU HAVE PRIVACY CONCERNS

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 state and local chapters of the Better Business Bureau, state and local consumer protection office, or the Federal Trade Commission.
This Policy was approved by the Board of Directors on August 26, 2014.

Corkie Odell, Secretary, Board of Directors

Mary Carraher, Executive Director