

# **PRIVACY POLICY**

Revised: October 7, 2013

#### **Privacy**

Birch Community Services, Inc. (hereafter BCS) does not sell, trade, or share the personal information of our donors with anyone else, nor do we send donor mailings on behalf of other organizations. We do reserve the right to work with trusted vendors for the purpose of maintaining the accuracy of your information or to assist us in communicating with you. Our vendors sign a non-disclosure agreement with BCS expressing that they will only use your information for purposes related to BCS.

#### What Personally Identifiable Information is Collected

Individuals that sign up to receive BCS communications voluntarily provide us with contact information (such as name, phone, address, e-mail address, etc). We may use this information for specific, limited purposes. You may always "opt out" by contacting BCS either now or at any time in the future, if you do not wish to receive our communication.

## **How Your Information May Be Used**

We use your personal information to provide you with personalized service; to send e-mail alerts to you; to answer your requests; to send you information in the mail about BCS, etc. We may also use your information to track visitors of our website. This lets us see which of our features are the most popular so we can better serve our users' needs. It also lets us provide aggregate data about our traffic (not identifying you personally, but showing how many visitors used which features, for example).

### **Modifications**

We may amend this privacy policy from time to time; please review it periodically. We maintain the option to modify this privacy at any time by electronic notice posted on our website.

The existence of this privacy policy does not prohibit BCS from contacting donors and prospective donors for informational, educational, or solicitation purposes.