

## **BEVERLY FARM FOUNDATION AND AFFILIATES**

### **Website Privacy Notice**

This privacy notice discloses the privacy practices and policy for [www.beverlyfarm.org](http://www.beverlyfarm.org). The notice applies solely to information collected by this website. The policy contains information about what personally identifiable information is collected from you through the web site, how it is used and with who it is shared. Also contained is instruction for you should you need to correct inaccurate data or have data erased. Donations to Beverly Farm Foundation and its affiliates through the web site uses the Net Work for Good, a secure site for financial transactions.

#### **Information Collection, Use and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell this information to anyone. Information collected includes: name, address, phone number and email address. Unless you ask us not to, we may contact you via email or direct mail in the future.

#### **Your Access to and Control over Information**

You may opt out of any future contacts from us at any time. You can contact us via email address or phone number given on our website.

#### **Security**

We take precautions to protect your information. Sensitive information excluding donations is not collected via the website. Donations that may contain sensitive information are done so through the secure site of Network For Good and no information is collected from this transaction on [www.beverlyfarm.org](http://www.beverlyfarm.org).

Forms that may contain sensitive personal data are downloaded, voluntarily completed and emailed, faxed or direct mailed to us.

We also protect your information offline. Employees who need the information to perform a specific job (for example admissions information or information requests) are provided access to the information. Computers/servers in which information is stored are password protected and monitored via Department Heads and our IT contractor. Employees sign a Computer Use Policy.

*Following you will find the Website Privacy Policy.*

## **BEVERLY FARM FOUNDATION**

### **POLICY AND PROCEDURE**

#### **Website Privacy Policy**

Beverly Farm Foundation and its affiliates are committed to protect the privacy of individuals who visit and make use of our website [www.beverlyfarm.org](http://www.beverlyfarm.org).

The policy can be easily accessible via a link at the bottom of each web page.

#### **1. Data Controller**

The data controller of this website is Beverly Farm Foundation with our office located at 6301 Humbert Road, Godfrey, Illinois.

#### **2. Information Collection and Purpose**

We are the sole owners of the information on this site and any information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or provide your information to anyone outside our organization. Donor information, admissions for services, information requests have downloadable forms available for completion. Completed forms are returned via email, fax or through US Postal service. Forms are not completed on line.

- When you visit our website the following information will automatically be processed and this is solely for the use of Beverly Farm Foundation and its affiliates.
- The requested webpage or download;
- Whether the request was successful or not;
- The date and time when you accessed the site;
- The Internet address of the website or the domain name of the computer from which you accessed the site.

When using this website's online facilities, data subjects may be required to provide personal data that consists of your contact information and/or email address.

#### **3. Your Rights as a Data Subject**

All reasonable efforts will be made to keep your information confidential. You are kindly requested to inform us of any change referring to the personal data held by Beverly Farm Foundation and affiliates.

If you consider that certain information about you is inaccurate, you may request the information be corrected or erased.

#### **4. Links to Other Web Sites**

To give you better service our site can connect you with other links to other organizations. When connecting to such other websites you will no longer be subject to this policy but to the privacy policy of the new site.

#### **5. Transaction Security Policy**

This sight uses the Network for Good secure socket layer to accept on line donations. The url address will start with https:// depicting a secure webpage.

#### **6. Changes to this Policy**

If there are any changes to this website privacy policy, we will replace the policy posted on the site with an updated version.

#### **7. Feedback**

Any comments or suggestions that you may have to contribute to a better quality of service will be appreciated.

MW/cm 12/15/14