

United Way of Monongalia and Preston Counties **Privacy Policy**

As a United Way donor or community agency, you have entrusted to our care not only your charitable gifts but personal information as well. We thank you for your trust and promise to protect both your charitable investment and your personal information in keeping with the highest ethical standards and industry practices.

United Way employs policies, procedures and technology to protect the security and confidentiality of your information. Access to confidential information is limited to those who need it at United Way to perform their jobs and we hold those employees to a strict code of ethics. We restrict access to our offices, require passwords to protect our network, applications, files and databases, and we maintain state-of-the-art virus detection software. We review and adjust these safeguards regularly in response to advances in technology.

Our promise also means that we do not sell or trade donor information to anyone. We use the personal information that you or your employer have provided to us only for the intended business purpose – to manage your charitable gift in keeping with donor intention.

Our contracts with third-party service providers who help us with administration, data storage, printing, and other services have strict confidentiality and security provisions that meet United Way's privacy standards. United Way allows access to your information to auditors and other third parties only as mandated by regulatory requirements.

Other than third-party service providers, the only other third party privy to your information, limited to name, address and gift amount, is the ultimate recipient of any funds contributed by you via the donor choice program.

This Privacy Policy also extends online. Online donations are transmitted to a secured server using encryption technology. If you choose to send United Way an e-mail, United Way may retain the contents of your e-mail message, the reply, and your e-mail address as part of ongoing customer service efforts. United Way reserves the right to contact you after you have contacted us and may send future e-mail and/or surveys to you about United Way. You may notify United Way via e-mail if you wish to discontinue electronic communication.

Upon request, you have the right to see the personal information about you that we collect and manage. A printout of such information will be sent to you after appropriate steps have been taken to verify your identity.

Contact unitedway@unitedwaympc.org for more information on our privacy policy.