

BOOTHEEL COUNSELING SERVICES POLICY & PROCEDURES		
Donor Privacy Policy	Updated:11.9.23	Policy#: 1A-104

POLICY:

Bootheel Counseling Services (BCS) is committed to maintaining your confidence and trust, and accordingly maintains the following privacy policy to protect personal information you provide online.

Bootheel Counseling Services' Commitment to Online Security- Physical, electronic and managerial procedures have been employed to safeguard the security and integrity of personal information. Billing information is encrypted whenever transmitted or received online. Personal information is accessible only by staff and volunteers designated to handle online complaints or requests. All Bootheel Counseling Services agents and contractors with access to personal information obtained on the Bootheel Counseling Services web site are also bound to adhere to this policy.

Personal Information that Bootheel Counseling Services May Collect Online-Bootheel Counseling Services collects the following types of personal information: names, postal and e-mail addresses, phone and facsimile numbers, and complaint information.

BCS does not collect or maintain information from those actually known to be under the age of 13, and no part of our site is structured to attract anyone under the age of 13.

How Bootheel Counseling Services May Use Personal Information Collected Online-BCS will not use your personal information other than for the purpose for which it was submitted without your consent. We use personal information to reply to inquiries, handle complaints and provide operational notices.

How Your Information Will Be Shared- BCS never sells or rents personal information. We will only release personal information to appropriate government authorities under the following circumstances:

- Where release is required by law (for example, a subpoena) or regulations, or is requested by a government agency conducting investigations or proceedings.
- Where your communication suggests possible harm to others.

Help US Keep Your Personal Information Accurate-If your personal information changes or you would like to review the personal information we may have on file, please email us with new information or your review request at info@bootheelcounseling.com.

Computer Tracking and Cookies-Our web site is not set up to track, collect or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to provide better services to the public and may also be provided to others, but again, the statistics contain no personal information and cannot be used to gather such information.

A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. BCS uses non-identifying cookies to provide easier site navigation and access to forms. You can still use BCS site if your browser is set to reject cookies. Our cookies do not generate personal data, do not read personal data from your machine and are never tied to anything that could be used to identify you.