



## PRIVACY POLICY

The Arc Muskegon values your privacy. We are committed to protecting your privacy at all times, in all situations. The information we collect about you when you become a member, donor, request services, a constituent, is used to process your membership, order, donation or request for information and referral and to provide you member benefits.

### HOW DO WE USE THE INFORMATION WE COLLECT?

- 1) When you become a member of The Arc Muskegon we ask you to fill out a form that requests (or we otherwise seek to collect), your name, address and e-mail address, and telephone, as well as some demographic information such as gender, age, and information about your family.
- 2) Your name and address information is used to process your membership, donation, order or request for information and referral. By policy of The Arc Muskegon, this information will never be sold or rented to others; however, we may share your email address, phone number or address with certain non-profit organizations with similar missions for the mutual benefit of those organizations, The Arc and their members.
- 3) Your demographic information may be used for several purposes.

### FILE SECURITY & INFORMATION TRANSMISSION

All employees of The Arc Muskegon take your personal information very seriously. All employees must learn and obey our security policies. Access to members'/donor's personal information is limited to key management personnel only. The information is ID and password protected. The Arc Muskegon has instituted security measures to protect the information and systems that we maintain. These measures are designed to ensure that this service remains available to all users by blocking unauthorized access to our systems and preventing corruption of data. All of our security measures are designed to provide reasonable protection of any personal information in our possession. Our Web security is reviewed regularly.

While there are security measures in place The Arc Muskegon suggests that you do not send highly confidential information via our website. Email transmission to The Arc Muskegon is protected by a professional and secure hosting site but we continue to recommend that you do not send highly confidential information through this means as well.

### LINKS TO OTHER SITES

The Arc Muskegon's website [www.thearcmuskegon.org](http://www.thearcmuskegon.org) contains links to other web sites. Please note that when you click on one of these links, you may be leaving The Arc Muskegon website. These sites may independently collect or request information about you and we encourage you to read the privacy statements of these linked sites as their privacy policy may differ from ours. These links are included to point the visitor to other possibly relevant resources. A link to a document or site other than those included within the domain(s) managed by The Arc Muskegon does not constitute our endorsement.

All information provided by The Arc Muskegon is for informational and educational purposes only.

### PERMISSION TO USE MATERIALS

The right to download and store or output the materials in our website is granted for the user's personal use only, and materials may not be reproduced in any edited form. Any other reproduction, transmission, performance, display or editing of these materials by any means mechanical or electronic without our express written permission is strictly prohibited. Users wishing to obtain permission to reprint or reproduce any materials appearing on this site may contact us directly.

## COMMUNICATION

From time to time we may send out email messages soliciting your support, prompting a call to action, or alerting you of what's new at The Arc Muskegon. In addition, you may receive communications from us if you have contacted us for a particular reason, and/or to receive the information or service you have requested.

## YOUR CONSENT

By becoming a member, donor or constituent of The Arc Muskegon and/or by using our web site, you consent to the collection and use of the information you provide to us described above. If you prefer not to receive electronic information from The Arc Muskegon please call (231) 777-2006 or email [jmilliron@arcmuskegon.org](mailto:jmilliron@arcmuskegon.org). Our mailing address is 601 Terrace St., Suite 101, Muskegon, MI 49440

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