

# DIOCESE OF GRAND RAPIDS

# **Privacy Policy**

#### 1. Introduction

Diocese of Grand Rapids ("DOGR") has created this Privacy Policy to demonstrate its commitment to user privacy and online data security, and to communicate its online information gathering, use and dissemination practices for users of this Diocese of Grand Rapids site (the "Site"). Please take the time to read and understand our privacy policies so that you can understand how we treat your personally identifiable information. DOGR reserves the right to change the terms and conditions of this Privacy Policy at any time in its sole discretion. DOGR shall notify you of such changes by posting the changes on the Site. You are responsible for regularly reviewing this Privacy Policy and all such changes. Continued use of the Site after any such changes have been posted shall constitute your agreement to such changes. This Privacy Policy is incorporated into and subject to the terms of DOGR's "Terms of Use" for the Site, which can be found at www.dioceseofgrandrapids.org.

#### 2. Information Collected

You are not required to provide any personally identifiable information (information that reveals your identity) when visiting the Site. DOGR also does not capture any such personally identifiable information without your knowledge or consent. You are free to read and review the information contained in the Site. You may voluntarily submit personally identifiable information through e-mails to DOGR.

## 3. DOGR's Protection and Use of Your Identifiable Information

If you choose to provide DOGR with personally identifiable information, DOGR will only use that personally identifiable information within its organization to respond to your specific request or e-mail, and to inform you of various programs, activities or services. DOGR will store this personally identifiable information in its secure database, and will take appropriate measures to safeguard personally identifiable information against unauthorized disclosure or use. Any personally identifiable information you submit will not be shared with, disclosed or distributed to third parties, except that DOGR may disclose your personally identifiable information when required to do so by law, for example, in response to a court order or a subpoena, when requested by a law enforcement agency and/or when DOGR has reason to believe that someone is causing injury to or interference with the rights or property of another.

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### 4. Opt-Out Policy

You have the option to opt out of being contacted by or receiving information from DOGR, its sponsors, affiliates and/or partners, and to choose how DOGR uses your personally identifiable information. You may also review, update and correct your personally identifiable information. You may exercise these options by sending an e-mail with your request to webmaster@dioceseofgrandrapids.org

#### 5. Transaction Security Policy

The donation sites use Secure Sockets Layer (SSL) to ensure secure transmission of your personal data. You should be able to see the padlock symbol in the status bar on the bottom right hand corner of the browser window. The url address will also start with https:// depicting a secure webpage. SSL applies encryption between two points such as your PC and the connecting server. Any data transmitted during the session will be encrypted or scrambled and then decrypted or unscrambled at the receiving end. This will ascertain that data cannot be read during transmission.