

## Online Privacy Policy

### **Privacy Policy**

This privacy statement discloses the privacy practices for the YWCA.

### **Information Collection and Use**

The YWCA is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. The YWCA collects information from our users at several different points on this Web site.

### **Web Site Registration**

In order to use some features of this Web site, users must first complete the registration form. During registration, users are required to give their contact information (name and e-mail address). This information is used to contact users about the topics on our site for which they have expressed interest and to enable users to register for programs online. We do not sell or rent personal identification information.

### **Cookies**

The YWCA uses cookies to remember if users have logged in while on our site. This allows web site users to avoid logging in more than once, thereby saving time. Users have the option of disabling or not accepting cookies by changing the preferences on their browsers\*. If users opt to disable cookies, they will still be able to use our site. However, they will not be able to use some functionality. No personally identifiable information (e-mail address, name, etc.) is collected with the cookies that we set. Accepting cookies while on the YWCA website will not put the user at risk for marketing to other sites.

\*Different browsers have different cookie settings. With Netscape, you can ask the browser to allow, warn you, or completely disable cookies. Internet Explorer has an additional feature where you can specify different settings for different security zones. You can choose to allow Web sites to create cookies for you in your "trusted sites" (like ywcawhiteplains.com), to warn you before you create them in your local Intranet zone, and to give you an option to never allow them in a "restricted zone." See the "Help" section of your particular browser for more information on working with cookies.

### **Web Statistics**

We DO NOT use IP addresses to analyze trends, administer the site, track user movement, or gather broad demographic information for aggregate use.

### **Links**

This Web site contains links to other sites. Please be aware that The YWCA does not claim any responsibility for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

## **Security**

This Web site takes every precaution to protect our users' information, and we have security measures in place to protect the loss, misuse, and alteration of the information under our control.

## **Payment Process**

Payment information is transmitted using a secure internet method. Payments are captured and encrypted through Authorize.net.

## **Send This to a Friend**

If users elect to use our "Send This to a Friend" function, we ask them for the friend's name and e-mail address. The YWCA of White Plains will automatically send friends a one-time e-mail message inviting them to visit the site. The YWCA of White Plains & Greater Westchester stores this information temporarily for the sole purpose of sending this one-time message.

## **Updates**

We may also send the user site and service announcement updates. Members are not able to unsubscribe from service announcements that contain important information about the service. We communicate with users to provide requested services and to discuss issues relating to their accounts via e-mail or phone.

## **Correction/Updating Personal Information**

If a user's personally identifiable information changes (such as zip code or e-mail address), or if a user no longer desires our service, we will endeavor to provide a way to correct, update, or remove personal data that was provided to us. Users can use the "Edit My Profile" link through our online registration login or they can e-mail our Front Desk at [frontdesk@ywcawhiteplains.com](mailto:frontdesk@ywcawhiteplains.com) to change, correct, or remove information. If you have any questions or concerns about our privacy policy, please contact us at [frontdesk@ywcawhiteplains.com](mailto:frontdesk@ywcawhiteplains.com).

## **Choice/Opt-in**

Our users are given the opportunity to "opt in" to newsletters and site update e-mail messages. To unsubscribe from mailings, please see that section above.

**Notification of Changes**

If we decide to change our privacy policy, we will post those changes on our home page so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by e-mail. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

**Acceptance of Terms**

By using this site, you signify the acceptance of our Privacy Policy and Terms and Conditions. If you do not agree to these policies, please do not use our Sites. Your continued use of the Sites following the posting of changes to these terms will mean that you accept those changes.