

# **Privacy Policy, Humility of Mary Shelter, Inc.**

Humility of Mary Shelter, Inc. (HMSI) is committed to maintaining your confidence and trust, and accordingly maintains the following privacy policy to protect your personal information.

## **HMSI's Commitment to Security**

HMSI encrypts billing and donation information whenever requested online. Personal information is accessible only by staff and volunteers designated to handle confidential data. All HMSI agents and contractors with access to personal information are also bound to adhere to this policy as part of their agreement with HMSI.

## **Personal Information that HMSI May Collect**

HMSI collects the following types of personal information: names, postal and e-mail addresses, phone and facsimile numbers and billing information.

## **How HMSI May Use Personal Information**

Unless you consent, HMSI will use your personal information for the purpose for which it was submitted such as to reply to inquiries and process billing and business requests related to program participation, and we will use such information to provide operational notices, and in program recordkeeping and to conduct research. Our research may lead to the publication of aggregate demographic data but will not result in the reporting or publication of any personal information provided to us.

## **How Your Information May Be Shared**

HMSI research will not result in the reporting or publication of any personal information. HMSI never sells or rents personal information.

HMSI may release personal information where release is required by law; for example, by subpoena.

## **Help Us Keep Your Personal Information Accurate**

If your personal information changes please contact us via email, telephone or mail with the new information.

### **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. HMSI uses non-identifying cookies to provide easier site navigation and access to forms. You can still use the HMSI 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.

### **Problems**

If you have a complaint about HMSI's compliance with this privacy policy, you may contact us at [HMSIowa@gmail.com](mailto:HMSIowa@gmail.com)