

# Little City Foundation Website Privacy Policy

Thank you for visiting the Little City Foundation website and for reviewing our privacy policy. Your privacy is important to us, and we believe the protection of your privacy is essential to maintaining the relationship of trust between our website visitors and Little City Foundation.

Upon any visit to our site, we collect information for site management functions. The information that we collect for site management functions does not include personally identifiable information. "Personal information" is information about an individual that is readily identifiable to that specific individual. Personal information includes personal identifiers such as an individual's name, address, phone number, driver's license number and social security number. A domain name, date and time of access, or Internet Protocol address is not considered personal information. Generally, we will not disclose any information about site visitors. However, we may be required by law to disclose the information that we receive.

Outlined below is how your personal information will be treated as you use our website:

## General Browsing Information

If you visit our site, we may collect and store general information in order to analyze trends, gather broad demographic information and monitor site traffic patterns that can help us further develop and improve the design and functionality of our site. The information gathered is as follows: your computer's IP address, browser type and operating system, the date and time you access our site, the Internet address of the website from which you linked directly to our site; and the various pages that you visit while on our site.

## Personal Information

Little City Foundation does not sell its web customer lists. This information (your name, address, e-mail address, contact information, phone number, etc.) may be shared within our organization for the purpose of responding to any comments or questions you submit and/or providing follow-up as it relates to an order.

Information that is automatically collected does not include anything that could identify the viewer personally. When you browse through any website, certain information about your visit to the site can be collected. We automatically collect and temporarily store the following information about your visit:

- The name of the domain you use to access the Internet (for example, aol.com, if you are using an American Online account);
- The operating system you use;
- The date and time of your visit;
- The pages you visited and the time you remained on each page on the Little City Foundation website; and
- The address of the website you came from when you came to visit.

We use this information for statistical purposes, which helps us make our site more useful to visitors. Unless it is specifically stated otherwise, no additional information will be collected about you.

### **Personally Provided Information**

You do not have to give us personal information to visit our websites. If you choose to provide us with additional information about yourself through an e-mail message, form, survey, etc., we will only maintain the information as long as needed to respond to your question or to fulfill the stated purpose of the communication. Personal information provided for a monetary donation made through our website is maintained until you request that information to be removed in writing, either through mail or email.

However, all communications addressed to Little City Foundation website contacts are maintained for historical purposes. These communications are archived on a monthly basis, but are also protected by the Privacy Act of 1974, 5 U.S.C. §§ 552A, as Amended, which restricts our use of them yet permits certain disclosures.

Finally, we never use or share personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

### **How to contact us**

Should you have other questions or concerns about these privacy policies, please send us an email at [info@littlecity.org](mailto:info@littlecity.org).