

The Nobody's Cats Foundation Privacy Policy

PURPOSE

The Nobody's Cats Foundation Board of Directors places a high priority on protecting the privacy of its employees, clients, donors, and volunteers. The purpose of this policy is to protect that privacy and provide clear information about how this is to be accomplished.

The Nobody's Cats Foundation shall not disclose privileged or confidential information to unauthorized parties and adheres to the principle that all donor, client, volunteer, and employee information created by, or on behalf of, the foundation is the property of the foundation and/or the donor, client, volunteer or employee and shall not be transferred or used except on behalf of the foundation and/or the donor, client, volunteer or employee.

In addition, the foundation shall not sell or otherwise make available the names and contact information of its donors, except where disclosure is required by law, and the foundation shall not sending mailings on behalf of other organizations to its donors. We may share aggregated demographic information with funders and other organizations. This is not linked to any personal information that can identify any individual.

The foundation collects the following information through the following mechanisms for the following purposes and, in addition to its comprehensive facility security system, secures that information in the following ways:

Information Collected	Obtained	For the Purpose of	Secured by
Donor and client personal data	Via personal checks	Surgery appointment payments, retail purchases, trap loan deposits, contributions	Financial and Confidentiality policies for information and document management by volunteers and staff
Client personal data	Via Trap Loan Contract	Trap loans	Filed in locked cabinet, Confidentiality Policy
Donor and client credit card data	Via electronic transactions	Surgery appointment payments, retail purchases, trap loan deposits, contributions	Financial and Confidentiality policies for information management by volunteers and staff; PayPal and Prolific Payment services transaction and encryption processes
Volunteer personal data	Via Volunteer Application	Volunteer management	Filed in locked cabinet, Confidentiality Policy
Donor and other supporter personal data	Via email, telephone, US Mail, or in person	Mailing list	Confidentiality Policy
Employee personal data	Via employment application; federal,	Employee recruitment, retention, and	Confidentiality Policy; materials maintained in

	state, county, and local tax forms	management processes	locked cabinet; ADP Inc transaction and encryption processes
Social media comments and data	Via Facebook	Engage the community in the foundation's mission and activities; review associated data to evaluate strategies and tactics	Password protection for administration page

In addition, all computers that receive or store personal information are secured by firewalls and other security measures.

Further, the following applies to privacy practices for <http://www.nobodyscats.org/> (and solely applies to information collected by this web site):

- **Information Collection, Use, and Sharing**

The foundation is the sole owner of the information collected on this site and only has access to or collects information provided voluntarily via email or other direct contact. The foundation will not sell or rent this information to anyone. The foundation uses this information to respond to direct requests and will not share this information with any third party other than as necessary to fulfill the request. Unless requested not to do so by the contacting party, the foundation may contact that party via email in the future about events or services, or changes to this privacy policy.

- **Access to and Control over Information**

- Individuals may opt out of any future contacts from the foundation at any time or control access to personal information collected through the web site by contacting the foundation in writing as outlined below. Through this process, individuals may see what data the foundation has collected, change or correct any data, delete any data, or express any concerns about our use of that data.

- **Security**

The foundation takes precautions to protect personal information collected via its web site and that information is protected both online and offline. The foundation does not collect sensitive information (such as credit card data) for online financial transactions. This data is encrypted and transmitted via PayPal in a secure way. (Individuals providing sensitive information can verify this by looking for a closed lock icon at the bottom of their web browser, or looking for "https" at the beginning of the address of the web page.) Offline protection is provided through the foundation's Confidentiality Policy and only those who need sensitive information to perform a specific job are granted access to personally identifiable information. Finally, the computers and servers in which personally identifiable information is stored are maintained in a secure environment.

- **Cookies**

The foundation uses "cookies" on its site. A cookie is a piece of data stored on a site visitor's

hard drive to help improve access to the foundation's site and identify repeat visitors to the site. Usage of a cookie is in no way linked to any personally identifiable information on the site.

- **Links**

This web site contains links to other sites. The foundation is not responsible for the content or privacy practices of such other sites. The foundation encourages site users to be aware when they leave the site and to read the privacy statements of any other site that collects personally identifiable information.

- **Sharing**

The foundation may share aggregated demographic information with its business partners. This is not linked to any personal information that can identify any individual person.

Upon written request, the foundation will provide individuals access to all information that we maintain about them, including financial information and contact information. The written request may be made by email to Christine Arnold, President, at carnold@nobodyscats.org or by postal mail to Christine Arnold, President, The Nobody's Cats Foundation, PO Box 725, New Cumberland, PA 17070. Individuals also can have this information corrected by sending a correction via email or postal mail at the above addresses.

The foundation maintains the option to modify this policy at any time and will post the amended policy on our website.

Any individuals with concerns about privacy are welcome to send a description of those concerns to Christine Arnold, President, The Nobody's Cats Foundation, PO Box 725, New Cumberland, PA 17070. The foundation will make every reasonable effort to address these concerns.

Adopted by The Nobody's Cats Foundation Board of Directors on May 14, 2014.