

Last updated: **July 1, 2010**

### **Our Commitment to Privacy**

The International Parish Nurse Resource Center (IPNRC) is committed to your privacy and provides this notice to you to explain our practices regarding the on-line collection and use of your personal information.

### **The Information We Collect:**

This notice applies to information collected by or submitted on the IPNRC's website. At the "Friend of the Center Membership" and "Donate Now" pages, you can subscribe to the Friend of the Center or make donations to the organization. Your personal information is collected through SSL (secure-socket layer) and firewall technology. The information the IPNRC collects at those pages includes your:

- Name
- Address
- Email address
- Phone number
- Credit/Debit Card Information

### **How We Use Your Information:**

The personal information that you provide is used in the following ways:

- to process your charge orders for products or donations;
- to send confirmations, notices, updates, or administrative messages regarding orders or services of the IPNRC;
- to update our list serve for eNotes, our electronic newsletter;
- to respond to comments and questions about the organization, our services, or requests for information;
- to send information about new promotions, products, or specials offered through the IPNRC;

We do not share your information with outside parties unless those parties have partnered with the IPNRC to provide you, the consumer, various products or services that are part of that partnership, i.e. Journal of Christian Nursing subscriptions or other such outside vendors.

Non-identifying and aggregate information may be used when sharing information with other agencies or advertisers. For example, we may tell an advertiser that X number of individuals visited a certain area on our website during a certain timeframe but we do not save or disclose any information that could be used to identify the specific individuals.

### **Our Commitment to Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place safeguards to encrypt data and secure the information we collect via online exchanges. In addition, your information is used only by the staff members who are directly responsible for processing your order or request.

If you use a password (example as a member of Friend of the Center), you are responsible for keeping it confidential. Do not share it with others but if you feel your password has been used by another person, please change it immediately.

### **Updating Your Personal Information**

If your personal information has changed (name, address, email), log onto your personal profile at Friend of the Center and make the corrections as soon as possible to ensure notifications are received in a timely manner. Personally entering your information provides you the opportunity to check the accuracy of all information listed.

### **How to Contact Us**

Should you have other questions or concerns about these privacy policies, please call us at 314.918.2559 or send us an email at [info@parishnurses.org](mailto:info@parishnurses.org).