

TOUCHING LITTLE LIVES, INC (TLL) PRIVACY POLICY

Protecting your privacy is very important to Touching Little Lives, Inc.. The purpose of this notice is to tell you how we protect any personal information you might share with TLL when you make a donation, request information or services from us, become a volunteer or access our website or our Facebook page.

Any personal information (name, address, phone, email, etc.) you provide to Touching Little Lives will not be shared, traded, rented, sold or otherwise disclosed to any other person, company or organization for any reason.

If you make a monetary or in-kind donation to Touching Little Lives, we do keep records of all such donations for a period of 7 years in case we are asked to provide any detailed information to the IRS or the state of Ohio in order to maintain our 501c3 status. These records are kept electronically and/or on paper and stored securely by the Treasurer of Touching Little Lives. The information is not shared with anyone else within our organization with the exception of the Chairperson if a unique situation arises. We may use your information to send you a thank you letter or tax receipt if necessary. We will NOT use your information to solicit donations at any time in the future.

If you request services or information from Touching Little Lives, we will use your information only to provide the services or information that you requested. Your personal information may be shared within our organization to the appropriate person who will be able to provide the information and/or services you require. If we provide services to you, your information is kept for approximately one to two calendar years and then discarded in a secure manner.

If you become a volunteer of Touching Little Lives, we will ask you provide your personal information to be kept in our volunteer database. This information will be used to maintain contact with our volunteers about current and future events. The Board of Trustees and Work Group Coordinators have access to this database of information. Personal information will be shared between volunteers only on an as needed basis. You may on occasion receive information on fundraisers within TLL that you may participate in if you choose. Volunteers may request at any time that they be removed from our volunteer database.

Pictures published in our newsletter, website, or on Facebook will not use your name in conjunction with the picture. On occasion, names of volunteers and/or groups of volunteers may be published in our newsletter or on Facebook, but will only be identified by first name or group name. Any pictures of babies and/or parents who receive services from us, will NOT be published without permission from those individuals. We may publish thank you letters in our newsletter and/or on Facebook, but will identify individuals by first name only or from the parents of Baby John or in another manner which does not directly identify the individuals unless we have obtained permission to use their name. Any information obtained by us on our website will be used in accordance with the policies stated above. Please be aware that our website does link to other sites and when you leave our website, our privacy policies no longer apply.

To inquire about or correct your personal information or to inquire about our privacy policy, please contact us by email at info@touchinglittlives.org or call 614-653-3352

Board approved: February 2014