

# Bergen Family Center Privacy Policy

Protecting your private information is our priority. This Statement of Privacy applies to <https://bergenfamilycenter.org/> and Bergen Family Center and governs data collection and usage. For the purposes of our Privacy Policy, unless otherwise noted, all references to Bergen Family Center include <https://bergenfamilycenter.org/> and "BFC".

The BFC website is a Not-for-Profit, Information and Fundraising site. By using the BFC website, you consent to the data practices described in this statement.

## **Collection of your Personal Information**

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In order to better provide you with information and services offered on our Site, BFC may collect personally identifiable information, such as your:

- E-mail Address
- Donor information through PayPal
- Mobile Phone Number

We do not collect any personal information about you unless you voluntarily provide it to us. You may, however, be required to provide certain personal information to us when you elect to use certain pages in our site that are utilized for registration for programs, fundraising, and donations to BFC on our Site.

These may include:

- Registering for an account on our Site.
- Submitting your credit card or other payment information when donating or paying for services on our Site.

For example, we will use your information to communicate with you in relation to our programs, services and/or fundraising in which you elect to participate. We may also use your information to contact you about paying for services for which you have registered. We also may gather additional personal or non-personal information in the future.

## **Use of your Personal Information**

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BFC collects and uses your personal information to operate its website and deliver the services you have requested.

BFC may also use your personally identifiable information to inform you of services available from BFC, our service providers, and our affiliates.

## **Sharing Information with Third Parties**

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BFC does not sell, rent or lease its customer lists to third parties. BFC does not sell, rent, lease or share names, addresses, phone numbers, or email addresses with third parties unless such parties are specifically contracted by BFC for purposes of fundraising or publicity of our services and programs.

For example, BFC may share data with trusted partners to help perform statistical analysis, send you email or postal mail, or provide client support. All such third parties are prohibited from using your personal information except to provide these services to BFC, and they are required to maintain the confidentiality of your information.

BFC may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on BFC or the site; (b) protect and defend the rights or property of BFC; and/or (c) act under exigent circumstances to protect the personal safety of users of BFC, or the public.

## Automatically Collected Information

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Information about your computer hardware and software may be automatically collected by BFC. This information can include your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of our website and to improve the content and quality of our services. We also use this data to provide general statistics regarding use of the BFC website to improve its performance and reach.

## Security of your Personal Information

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BFC secures your personal information from unauthorized access, use, or disclosure. BFC uses the following methods for this purpose:

- SSL Protocol
- PayPal protects credit card information, names, and addresses.

When personal information (such as a credit card number) is transmitted to other websites, it is protected using encryption, such as the Secure Sockets Layer (SSL) protocol.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) security, integrity, and privacy of any and all information and data exchanged between you and us through this Site cannot be guaranteed.

## Children Under Thirteen

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BFC does not knowingly collect personally identifiable information from children under the age of thirteen on our main Website. If you are under

the age of thirteen, you must ask your parent or guardian for permission to use this website.

## **Registration for Programs**

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We use a protected portion of our website to register clients for some of our programs. We store names, addresses, phone numbers, email addresses and programs in which clients are enrolled, in a database using best practices for data protection. Passwords for administrators and clients are stored in an encrypted format and includes SSL protocol.

## **E-mail Communications**

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From time to time, BFC may contact you via email for the purpose of providing announcements, fundraising offers, alerts, confirmations, surveys, and/or other general communication. In order to improve our Services, we may receive a notification when you open an email from BFC or click on a link in the Email. We use that information to increase the quality and effectiveness of our fundraising and marketing campaigns.

If you would like to stop receiving marketing or promotional communications via email from BFC, you may opt-out of such communications by Email through Constant Contact. Links to opt-out are located at the bottom of each email we send.

## **Changes to this Statement**

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BFC reserves the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in our email list, by placing a prominent notice on our site, and/or by updating any privacy information on this page. Your continued use of the Site and/or Services available through this Site after such

modifications will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

## Contact Information

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BFC welcomes your questions or comments regarding this Statement of Privacy. If you believe that BFC has not adhered to this Statement, please contact BFC at:

*Bergen Family Center / 44 Armory Street / Englewood, New Jersey 07631*

*Email Address: [mschonfeld@bergenfamilycenter.org](mailto:mschonfeld@bergenfamilycenter.org)*

*Telephone number: 201.568.0817*

Effective as of December 03, 2019