

**Landstuhl Hospital Care Project
Policies and Procedures**

Subject	Privacy Policy	Revision	01
Doc. Number	Policy – 001	Effective Date	December 1, 2009
Board Approved	December 2, 2009	Review Date	November 30, 2010

1. PURPOSE AND SCOPE

The Landstuhl Hospital Care Project (LHCP) strongly believes in protecting the privacy of personal information gathered from our members and visitors to our website. This privacy policy is to communicate our practices regarding the collection and dissemination of personal information that can be linked to a specific individual, such as a persons name, home/office address, phone number, email address, or any other information provided to us by our members and website visitors. By submitting your personal information to us, you are agreeing that the Landstuhl Hospital Care Project can use your information in accordance with this policy. This policy is in place to ensure that the confidentiality of all contacts, donors, beneficiaries, businesses, or any entity involved with Landstuhl Hospital Care Project is kept in compliance with this policy, unless we are legally obligated to disclose.

Compliance with this policy is the responsibility of every Landstuhl Hospital Care Project volunteer. Disregarding or failing to comply with this standard of ethics could lead up to termination of affiliation with Landstuhl Hospital Care Project.

2. PRIVACY POLICY

2.1. Donor Information

The Landstuhl Hospital Care Project maintains each donor's name, mailing address and the amount and date of donation. If provided to the Landstuhl Hospital Care Project, telephone numbers, FAX numbers, and email addresses are also maintained.

The Landstuhl Hospital Care Project does not have a direct mail program. No monetary donation history is made available to any party outside the Landstuhl Hospital Care Project unless we are legally obligated to disclose.

Information about donors who forward donations directly to the Landstuhl Hospital Care Project is maintained and securely stored by the Landstuhl Hospital Care Project.

We do not collect any personally identifiable donor information other than what has been provided voluntarily. We may use such voluntarily provided information to improve our understanding of the demographics of our donors.

In order to utilize certain features of our site or receive information from the LHCP, donors may choose to provide personal information. If donors do submit information to us, we will use that information for the purposes for which it was submitted. LHCP uses third-party

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vendors to provide services on this website and the information that you provide to those vendors on a confidential basis so that those vendors can provide services (such as processing credit card transactions) on our behalf.

2.2. Exchange of Donor Names and Addresses

The Landstuhl Hospital Care Project will never sell, trade, or share your personal information with any other entity, nor send mailings on behalf of other organizations without your express consent.

2.3. Donor Option Procedures

Donors who do not want their names listed in our monthly newsletters or annual report should contact LHCP to opt out. Contact and personal information will never be shared if you request to opt out, and the donor may, at any time, request for their name to be deleted from any mailing list.

To opt out please contact:

Vice President Landstuhl Hospital Care Project at:

lhcp.vicepres@yahoo.com

2.4. Website Visitors

No personally identifiable data of a visitor to the Landstuhl Hospital Care Project's website is collected. The Landstuhl Hospital Care Project maintains a tabulation of the number of visits to the website.

If a visitor to the website makes a donation, the Landstuhl Hospital Care Project maintains a file of the name, address, email address and amount and date of the donation. This donor information is maintained and securely stored by the Landstuhl Hospital Care Project. If you are making a donation, the credit card information that you provide at the time of donation is used only to process your donation and will not be used by LHCP for any other purposes. Landstuhl Hospital Care Project uses Click-N-Pledge, the site is secured by GeoTrust Secure Socket Layer (SSL) certificates which are providing up to 256 bit encryption.

The server of our internet service provider (ISP) collects information on visitors to our site. In order to better understand our website viewers, our web host provides us with aggregate

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information on the number of hits the site receives, the domains from which the site is accessed, the top 20 organizations/ISPs that are used to connect to this site and the top 20 referrers (the page that links the viewer to the LHCP site). To gauge what our visitors are interested in, we also look at the top 20 search words used in connecting to this site.

2.5. Use of Cookies

The LHCP website does not use “cookies” and similar means to collect aggregate statistical information.

2.6 External Links

Links to other websites do not imply an endorsement of the materials disseminated at those websites, nor does the existence of a link to another site imply that the organization or person publishing at that site endorses any of the materials, nor privacy policy at this site. Links to other websites are provided by the Landstuhl Hospital Care Project as a convenience to its users. The Landstuhl Hospital Care Project is not responsible for the materials contained at any website linked to its site. If you visit the websites of any of our partners, please consult their privacy policy. Our privacy policies apply only to your use of the Landstuhl Hospital Care Project site. We do not disclose personally identifiable information to those operating linked websites and we are not responsible for their privacy practices.

3. Inquiries

To inquire about the Landstuhl Hospital Care Project's privacy policy, the security measures in place to protect personal information, or to submit a specific request regarding release of a donor's information, send an email to: lhcppolicydirector@yahoo.com

4. Financial Information

If you choose to make an online donation to the LHCP, you need to provide your credit card billing information. This information is collected and transferred over the Internet using SSL encryption technology to our secure server. If you are making a donation, the credit card information that you provide at the time of donation is used only to process your donation and will not be used by us for any other purpose.

5. Use of Email Address

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The LHCP will only use your email address to send information about the LHCP (such as news events, special programs, and fundraising campaigns). You can unsubscribe from the LHCP email at anytime by following the instructions outlined below. The information gathered from subscribers to LHCP email is not shared with other organizations or companies and we do not sell or rent email addresses.

You may subscribe or unsubscribe to the LHCP email at any time. To unsubscribe visit:

<http://www.landstuhlhospitalcareproject.org>

Lhcp.vicepres@yahoo.com

6. Warranties

The LHCP makes no warranties or representations of any kind concerning the accuracy, suitability, or safety of the information contained on this website or any linked site for any purpose. All such information is provided “as is” and with specific disclaimer of any warranties of Merchantability, fitness for a particular purpose, title or non-infringement. The LHCP makes no warranties or representations of any kind that the services provided by this website or any linked site will be uninterrupted, error-free, or that the site or the servicer that hosts the site are free from viruses or other forms of harmful computer code. In no event shall the LHCP, its employees, agents, or any other person who has been involved in the creation, production, or delivery of this website, be liable for any direct, incidental or consequential damages resulting from the use of this site or any linked site.