

●The Pap Corps Chapter Policies and Procedures Manual ●

APPENDIX E – PRIVACY POLICY

INTRODUCTION.

The Pap Corps has created this statement to demonstrate its firm commitment to your privacy. The Pap Corps does not collect personally identifying information about you when you visit its site, unless you choose to provide such information to the organization. Providing such information is strictly voluntary. This policy is your guide to how The Pap Corps will handle information it learns about you from your visit to its Web site.

USE OF LINKS

Throughout Pap's Web pages, it provides links to other servers which may contain information of interest to its readers. The Pap Corps takes no responsibility for, and exercise no control over, the organizations, views, or accuracy of the information contained on other servers. Creating a text link from your Web site to its site does not require permission. If you have a link you'd like Pap to consider adding to its Web site, please send an email to webmaster@clientURL.org with the subject "Link request."

USE OF TEXT AND IMAGES

If you would like to publish information that you find on our Web site, please send your request to webmaster@thepapcorps.org. Where text or images are posted on The Pap Corps site with the permission of the original copyright holder, a copyright statement appears at the bottom of the page. Information about using Pap's logo and images is available in Media Resources.

ACCESSIBILITY

The Pap Corps Web site is designed to be accessible to visitors with disabilities, and to comply with federal guidelines concerning accessibility. Pap welcomes your comments. If you have suggestions on how to make the site more accessible, please contact The Pap Corps at webmaster@thepapcorps.org.

READING OR DOWNLOADING

The Pap Corps collects and stores only the following information about you: the name of the domain from which you access the Internet (for example, aol.com, if you are connecting from an America Online account), the date and time you access The Pap Corps website, and the Internet address of the Web site from which you linked to its site.

The Pap Corps uses the information it collects to measure the number of visitors to the different sections of its site, and to help make its site more useful to visitors.

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ONLINE PROFILE UPDATES AND DONATIONS

If you complete the Profile update form and share your personally identifying information, this information will be used only to provide you with more targeted content. The Pap Corps may use your contact information to send further information about the organization or to contact you when necessary. You may always opt-out of receiving future mailings; see the "Opt Out" section below.

SENDING US AN EMAIL

You also may decide to send The Pap Corps personally identifying information, for example, in an electronic mail message containing a question or comment, or by filling out a Web form that provides this information. The Pap Corps uses personally identifying information from email primarily to respond to your requests. The organization may forward your email to other employees who are better able to answer your questions. The Pap Corps may also use your email to contact you in the future about its programs that may be of interest.

The Pap Corps wants to be very clear: It will not obtain personally identifying information about you when you visit its site, unless you choose to provide such information. Providing such information is strictly voluntary. Except as might be required by law, The Pap Corps does not share any information it receives with any outside parties.

If you sign up for one of its email lists, The Pap Corps will only send you the kinds of information you have requested. The Pap Corps will not share your name or email address with any outside parties unless previously authorized by you.

KIDS AND PRIVACY

For children who visit The Pap Corps web site, special rules apply. The Pap Corps does not request personal information about children, such as first and last name or street address and city. When kids send email to Pap, their online contact information (email address) is not used to re-contact them and is not maintained in retrievable form.

OPT-OUT OR CHANGE YOUR CONTACT INFORMATION

The Pap Corps site provides users the opportunity to opt-out of receiving communications from it through a special online form. You may choose to receive only specific communications or none at all. You may also update your contact information previously provided to Pap through another online form. You cannot remove yourself from The Pap Corps database, but you can prevent unwanted communication.



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QUESTIONS ABOUT OUR POLICIES

The Pap Corps uses “Mobile Cause” for processing credit card charges, via our website. For further information regarding this please contact the main office.

If you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, you can contact The Pap Corps at: support@thepapcorps.org.