



TOWARD MAXIMUM INDEPENDENCE Policies And Procedures

ADMINISTRATIVE POLICY

Policy Section	CONFIDENTIALITY AND PRIVACY
Policy Title	Website Privacy Policy
Policy Adopted	5/1/14
Review Dates:	05/15; 03/17
Last Revision: 04/17	Policy Approval and Date Changes Effective: 05/01/2017

This privacy policy discloses the privacy practices for the agency's website, tmi-inc.org, and applies solely to information collected by this website. The policy notifies you of the following:

1. What personal identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

INFORMATION COLLECTION, USE, AND SHARING

We are the sole owners of the information collected on this website.

- We only have access to collect information that you voluntarily give us via email or other direct contact from you.
- We will use your information to respond to you regarding the reason you contacted us.
- We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.
- We will not sell or rent this information to anyone.
- Unless you ask us not to, we may contact you via email in the future to tell you about agency news, updates to our services, newsletter availability, upcoming events or changes to this privacy policy.

YOUR ACCESS TO AND CONTROL OVER INFORMATION

You may opt out of any future contacts from us at any time. By contacting us via the email address or phone number given on our website, you can do the following at any time:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

REGISTRATION FOR SUBSCRIPTION TO AGENCY NEWSLETTER

TMI offers a subscription to our agency newsletter to our website visitors. The subscription registration requires a user give certain information (such as name and email address). This information is used to contact you about the products/services on our site in which you have expressed interest.

OVER

COOKIES

We use "cookies" on this website. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

LINKS

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

SURVEYS

From time-to-time our site may request information via on-line surveys. Participation in these surveys is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and address), and demographic information (such as zip code, age level). Survey information will be used for purposes of monitoring or improving the use and satisfaction of TMI services and/or this site.

SECURITY

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information.

The computers/servers in which we store personally identifiable information are kept in a secure environment. **Refer to ITS Department Operations Manual.*

SHARING

We use a credit card processing company to bill users for donations. These companies do not retain, share, store or use personally identifiable information for any secondary purposes beyond payment of your donation to our agency.

UPDATES

Our Privacy Policy may change from time to time and all updates will be posted on this page. If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at [800-877-5452](tel:800-877-5452) or info@tmi-inc.org.

OVER

INDEX REFERENCE

Administrative Policies:

- None

Addendums:

- Privacy and Confidentiality - Addendum J: *Client Complaint Against A Business*

S Protocol And Oversight:

- ITS DEPARTMENT-Operations Manual