

Center on Addiction Donor Privacy Policy

Last Updated: May 2018

We at Center on Addiction respect our donors' privacy and are committed to protecting the privacy of the information you provide to us.

This Privacy Policy describes the type of personal information (the phrases "personal information" or "personally identifiable information" mean any information by which you can be directly identified, such as your name, address, telephone number, etc.) Center on Addiction may collect from donors, how we may use that information and with whom we may share it. The Privacy Policy also summarizes the measures we take to protect the security of this information.

For information specific to personal information collected on our website, i.e., if you make a donation using our website, please also see our Website Privacy Policy at www.centeronaddiction.org. Third-party vendors we use in providing our website may have access to and use anonymous information related to your visit to our site, such as your IP address, most often for the purpose of online behavioral advertising.

Information Collected and How We Use It

We collect only such personal information where required by applicable law or as necessary for a purpose which you expressly request and consent to. If you prefer that we not collect any personal information from you, please do not provide us with such information. Also, if you prefer that we not contact you in the future through use of this contact information, please do not provide us with such information.

Future Contact from Center on Addiction

The information that you provide to us may be used to process your donation and to contact you if necessary or requested and to comply with any requirements of law. The information may also be used to contact you in the future about Center on Addiction news as well as various events, reports, publications, functions, activities and opportunities.

Unless you give permission, your personal information will not be shared with any organization outside of Center on Addiction other than certain third-party vendors (as discussed below). You may inform us at any time if you would like to cancel a subscription and/or have your contact information deleted from our records by calling us at (212)841-5228.

Donations in Honor or Memory of Another

You may choose to make a donation in honor/memory of someone. The person or family you designate will receive a notification with your name if you choose to send one. Any contact information that you provide about the person or family you designate will be used only to honor your request to send a notification. We do not release this contact information to other organizations except for certain third-party vendors (as discussed below).

Information We Share and With Whom We Share It

We will not trade, share or sell your personal information without your express consent. We do not provide your personal information to third parties for their use in marketing their products or services to you – or for any other reason.

Donor Acknowledgement

We may use your personal information to acknowledge you by name and description of donation in printed materials such as the annual report and event invitations or programs, or our website. If you do not wish us to use your personal information in this manner, please contact our Development Department at (212)841-5228.

Third-Party/Outside Vendors

We may retain or utilize other companies and individuals to perform functions on our behalf consistent with this Privacy Policy. Examples include payment processing companies. Such third-party vendors may be provided with access to personal information needed to perform their functions but they may not use such information other than on our behalf and in accordance with this Privacy Policy.

Business Transfers

In the event that the activities of Center on Addiction are merged, sold or otherwise transferred, donor information, including personal information, generally is and may be one of the business assets transferred in those transactions. By submitting your information, you agree that your data may be transferred to outside parties in these circumstances.

Compliance with Law and Fraud Protection

We may disclose any information we deem necessary, in our sole discretion, to comply with any applicable law, regulation, legal process (including, but not limited to, in response to a subpoena) or governmental request. In addition, we may disclose any information when we believe, in our sole discretion, disclosure is necessary or appropriate to prevent physical harm or financial loss or in connection with suspected or actual illegal activity.

Security/Confidentiality

We may share your personal information, if needed, to protect the security or confidentiality of our records.

How We Protect Personal Information

We recognize the importance of respecting the integrity of credit card and related contact information that you provide. We implement a variety of security measures to maintain the safety of your personal information when you place a donation or submit your personal information.

Center on Addiction adheres to the Payment Card Industry Data Security Standard (PCI DSS) requirements for security management, policies, procedures, network architecture, software design and other critical protective measures. PCI DSS compliance is an ongoing process which requires continuously assessing our operations, fixing any identified vulnerabilities, and making the required reports to the acquiring bank and card brands. We limit access to credit card information to personnel authorized to process your request who have been trained in PCI DSS compliance and/or certain third-party vendors (as discussed above). We request that credit-card donations be made over the phone or via the internet/Center on Addiction's website; we discourage sending credit card information via fax or

email. On our website we utilize software to encrypt credit card transactions, which works to protect card numbers and other confidential information so that it cannot be improperly viewed, intercepted or altered.

Specifically, on our website all sensitive/credit information you supply is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our payment gateway provider's database, and we do not have access to or retain your credit card information, i.e., your credit card number, expiration date or card security code on our servers. This database is only accessible by those authorized with special access rights to such systems who are required to keep the information confidential. For more information, please see our Website Privacy Policy at www.centeronaddiction.org.

All Center on Addiction employees agree to follow our Data Security Policy which governs the handling of confidential "information of concern."

Updating Your Information

If you would like to update your contact information, you may do so by contacting us at (212) 841-5228 or by email at info@centeronaddiction.org. You may choose not to receive mail or email communications from us by emailing us at info@centeronaddiction.org.

Contact Information

If you have questions, concerns or comments about our privacy policies or practices, we would like to know what they are so we can address them. Please contact us at (212) 841.5228 or email us at info@centeronaddiction.org.