

## Privacy Policy

**Effective Date: December 2018, updated February 2019**

Avalon Non-Profit Housing Corporation ("Avalon Housing") protects the privacy of our donors, website visitors and other individuals who communicate with Avalon. Avalon Housing's Privacy Policy outlines how we gather information, how we use it, whether we disclose it to anyone, and your options regarding our use of this information. The following Privacy Policy applies when you make a donation to Avalon Housing, online or otherwise, when you visit our website or otherwise share your personal information with Avalon Housing. By visiting our web site, you are accepting this Privacy Policy.

### Donor information

If you make a donation, either online or otherwise, we will request certain personally identifiable information about you (such as your name, address, telephone number, email address, and credit card information). Through this information, Avalon is able to process your donation and communicate with you about it. In addition, we use such information to keep you updated about the impact of your donation. You can opt out of these updates at any time.

We may also collect from you the following personal information about **your** contacts: **name and email address of honoree(s)**. When you make a donation in honor of a specific individual or group of individuals, would like us to notify the honoree(s), and provide us with personal information about those honoree(s), we will only use this information for the specific reason for which it is provided.

Avalon Housing employs vendors to assist us with such functions as hosting our donor information database, sending postal mail and email and processing online and mail donations and credit card payments. These companies have access to personal donor information as needed to perform their functions. Avalon Housing requires that these companies keep such information confidential and are authorized to use your personal information only as necessary to provide these services to us. We may retain your information for as long as your account is active or as needed to provide you services, comply with our legal obligations, resolve disputes and enforce our agreements. To have your contact information removed from our systems, contact us at (734) 663-5858 or [info@avalonhousing.org](mailto:info@avalonhousing.org).

Online donations are made through Avalon's vendor, Hopsie. Click [here to read Hopsie's privacy policy](#).

## **Other information**

Through Avalon's website or otherwise, you may decide to submit personally identifiable information (such as your name, postal address and email address) for purposes other than donating, such as opting in to receive email newsletters, direct mail appeals or invitations to events. We collect and store this information and use it for the purposes for which you submitted it.

## **Sharing with third parties**

We do not share your information with any third parties except those that assist us with certain functions, as described above.

Avalon does **not** share your information with third-party business partners, for instance, for the purpose of enhancing our services. We do not sell or rent our mailing list to other organizations that solicit donations or sell any products.

## **Security**

When you send personal information to us by submitting an online form on our site, the information you transmit to us travels by high-grade encryption using the https protocol. We also require that the companies we work with to process your online donation payments use high-grade encryption and security protocols, and that all vendors processing check and credit card transactions received on our behalf meet all industry standards. The personal information that you provide is stored in a secure location and accessible only by designated employees trained in the proper handling of customer information. We employ industry standard techniques to protect your personally identifiable information from unauthorized access by users inside and outside the organization. Be aware, however, that third parties may unlawfully intercept or access transmissions or private communications. We may retain your information for as long as your account is active or as needed to provide you services, comply with our legal obligations, resolve disputes and enforce our agreements.

## **Browsing**

Avalon Housing does not collect any personally identifying information from you when you visit our sites unless you choose to provide such information to us. You can browse the Avalon website without telling us who you are or revealing any information about yourself. The information we gather during normal browsing comes from two sources: standard server logs collect information such as the IP (Internet Protocol) address, domain name, browser type, operating system, mobile related information if you access our website using your mobile device, and information such as the site that referred you to us, the files you downloaded, the pages you visited, and the dates/times of those visits. This is to analyze trends in the aggregate and administer the site.

## **External links**

At times, Avalon's website contains links to other sites. Unless we expressly state otherwise, Avalon makes no representations whatsoever concerning the content of those sites. Avalon's link to another website is not an endorsement, authorization, sponsorship, or affiliation with respect to such site, its owners, or its providers.

Avalon is not responsible for the privacy practices of other sites. Our Privacy Policy applies to all web pages under our domains, and not to any web pages not under our domains, regardless of any hyperlinks from a web page under our domains to a web page not under our domains.

## **Cookies and tracking technologies**

When you visit our website, we might store some information on your computer in the form of a "cookie" (i.e. a small piece of text that stores information on your browser in your computer's hard drive) or similar file.

Avalon Housing and its partners use cookies, session replay/capture or similar technologies to analyze trends, administer the website/donation forms, track users' movements around the website/donation forms, and to gather demographic information about our user base as a whole. You can control the use of cookies or opt out of receiving cookies on Avalon's website, but if you choose to disable cookies, it may limit your use of certain features or functions on our website or service.

Our website includes social media features, such as the Facebook and Twitter button. These features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the feature to function properly. Social media features are either hosted by a third party or hosted directly on our website. Your interactions with these features are governed by the privacy policies of the companies providing them.

### **Opt-out preference**

You may sign up to receive email or newsletter or other communications from Avalon. If you would like to discontinue receiving this information, you may update your email preferences by using the "Unsubscribe" link found in emails we send you or at your member profile on our website or by contacting us at 734-663-5858 or at [info@avalonhousing.org](mailto:info@avalonhousing.org)

### **Changes to this privacy policy**

We may, from time to time, make changes to our Privacy Policy, based on your comments and our need to reflect accurately our data collection and disclosure practices. If we make any material changes in the way we use your personal information, we will notify you by posting a prominent announcement on our website. We encourage you to periodically review this page for the latest information on our privacy.

### **Questions or suggestions**

If you have any questions, concerns, or complaints about this Privacy Policy, or want to let us know what you think about our products and services, please send an email to [info@avalonhousing.org](mailto:info@avalonhousing.org) or call us at (734) 663-5858.