Website Privacy Policy

Policy #:	**5.3**
First Adopted:	**1/19/21**
Revised:	**12/23**
Last Revision:	
Next Review:	**FY27**
Responsible Executives	**Board President, Executive Director**

Purpose:

Literacy Volunteers of Bangor (LVB) values all its users and respects their privacy. This Privacy Policy explains how personal information is collected, used, and the degree to which it is shared when someone visits our website.

Policy

Website Visitors

LVB may collect non-personally identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. LVB's purpose in collecting non-personally identifying information is to better understand how LVB's visitors use its website. From time to time, LVB may release non-personally identifying information in the aggregate, e.g., by publishing a report on trends in the usage of its website.

Gathering of Personally Identifying Information

LVB will collect personally identifying information only insofar as is necessary or appropriate to fulfill the purpose of the visitor's interaction with LVB. LVB will not disclose personally identifying information other than as described in this Policy. Visitors may refuse to supply personally identifying information, with the caveat that it may prevent them from engaging in certain website-related activities.

Personal information is any information that identifies a person. LVB is the data controller for such collecting and processing. LVB collects and uses personal information: when someone donates to LVB or subscribes to LVB's communications.

Donations

Purpose: When someone donates money to LVB, either directly or through LVB's third-party vendor PayPal, LVB collects and processes personal information with the purpose of processing the donation(s), contacting the donor regarding any questions related to the donation and to thank the donor for the donation(s). When the donor uses LVB's third-party vendor, the donor's information is based on their terms of service and policies. Review those policies carefully.

Legal basis for processing: LVB processes necessary personal information for the performance of the contract between LVB and the donor to comply with LVB legal obligations.

Types of personal information: LVB collects the donor's name, e-mail address, phone number (optional), billing address including country and the donation amount. LVB also collects, **but does not retain**, credit card numbers which are processed by the third-party vendor. LVB's third-party vendor uses PayPal as payment vendor who is subject to the Payment Card Industry Data Security Standards and the donor's credit card information entered is encrypted for their security.

Disclosure: If a donor contributes to a fundraiser, LVB will share the donor's name, the date and amount of your donation with the person who created the fundraiser unless the donor elects to be anonymous.

Period of storage: LVB will retain personal information for as long as needed to comply with LVB's contractual, legal, or regulatory obligations. When LVB no longer needs personal information, LVB will either remove it from its systems or anonymize it so that you cannot be identified.

Subscriptions

Purpose: When someone signs up for LVB's communications, LVB collects and processes personal information.

Legal basis for processing: The legal basis for processing is the subscriber's consent. The subscriber can withdraw their consent at any time by emailing LVB at info@lvbangor.org. Furthermore, a person can unsubscribe by following the unsubscribe link.

Types of personal information: We collect subscribers' names and email addresses.

Period of storage: Personal information is stored as long as the individual subscribes to LVB's communications.

Aggregated Statistics

LVB may collect statistics about the behavior of visitors to its websites. LVB may display this information publicly or provide it to others. However, LVB will not disclose personally identifying information other than as described in this Policy.

Protection of Certain Personally Identifying Information

LVB discloses potentially personally identifying information only to those of its employees, contractors, and affiliated organizations that:

- need to know that information to process it on LVB's behalf or to provide services available at LVB's websites, and
- that have agreed not to disclose it to others. LVB will not rent or sell potentially personally identifying and personally identifying information to anyone.

Other than to its employees, contractors, and affiliated organizations, as described above, LVB will disclose potentially personally identifying and personally identifying information only in response to a subpoena, court order or other governmental request, or when LVB believes in good faith that disclosure is reasonably necessary to protect the property or rights of LVB, third parties or the public at large. LVB will take all measures reasonably necessary to protect against the unauthorized access, use, alteration, or destruction of potentially personally identifying and personally identifying information.

Cookies

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. LVB may use cookies to help LVB identify and track visitors, their usage of LVB website, and their website access preferences.

Other Websites

Our website may contain links to other third-party websites. The privacy practices of linked third-party websites are not covered by LVB's Privacy Policy and LVB is not responsible for the privacy practices, data collection, security, content, or accuracy of other websites. Carefully review any privacy policies posted on linked sites prior to using them. LVB does not endorse or make any representations about the companies, products, or materials found on these websites.