

# **YMCA of Southeast Missouri Privacy Policy**

## **Introduction**

The YMCA of Southeast Missouri is committed to protecting the privacy of our members, volunteers, donors, and community constituents. The YMCA will not knowingly sell, share or release your name to any list service, outside organization or manufacturer, and any information provided by you will be held in the strictest of confidence.

Information collected on our web site or through our membership and program software is collected and used only by the YMCA of Southeast Missouri. We do not collect information about anyone except when specifically and knowingly provided by him or her.

## **Information We Collect**

While using our web site you may have the opportunity to request information, or post content. Depending on the process you may be asked to provide the following types of Personally Identifiable Information:

- Email address
- Postal address
- Phone number
- Age
- Location Information
- Gender or other demographic information
- Bank Account, Credit Card, and Debit Card account information for payment or billing purposes

## **Security**

We take precautions to protect your information. When you submit sensitive information via the website or through our membership and software system, your information is protected both online and offline.

The YMCA uses a third party vendor(Daxko) for all membership, program or donor transactions. These transactions can be done in person or through the YMCA website. All sensitive information that is collected online either in person or via the web site (such as credit card data), is encrypted and transmitted to us in a secure way. In order to use our website to register for YMCA activities there will be a link to the vendor (Daxko) software system. You will then be directed to first create an account. Once you create and begin to use your account that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" when you are accessing the account or registration pages at the top 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. In addition Bank Account and Credit/Debit

Card numbers are securely stored. Once the information is entered into our software system only a select few Y Staff have access to the full account information. The computers/servers in which we store personally identifiable information are also kept in a secure environment.

We also collect Non-Personally Identifiable Information which is information that cannot be used to identify or contact you, such as your browsing patterns on our web site. This allows us to better understand how the site is being used and how we can improve the design and content of the site.

### **Changes to this Policy**

The YMCA of Southeast Missouri reserves the right to change this policy at any time. To better serve you and your concerns about your privacy, we will notify you of any changes to this Policy by posting a notice prominently on the main page of our web site.

### **Contact Us**

If you have any questions or concerns regarding this Policy please contact us by sending an email to [jpartridge@ymcasemo.net](mailto:jpartridge@ymcasemo.net) or at the following address:

YMCA of Southeast Missouri  
511 Taylor Street  
Sikeston, Mo 63801  
Attn.: Jeff Partridge

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