

# Web Site and Email Privacy Policy

## **Our Commitment to Your Privacy**

Privacy is of the utmost importance to BIFSTL. BIFSTL safeguards information that is shared and obtained on our website. Appropriate procedures and secure servers are used. This policy outlines a description of these procedures. If a website visitor shares personal information we will not sell, share, or exchange the information to third parties.

## **The Information We Collect**

BIFSTL collects and interacts with information provided for various purposes such as email and telephone requests and donation submissions. The types of personal information collected at these pages can include:

- First and Last Name
- Address/City/State/ZIP
- Email address
- Phone number (Home and Work)
- Credit/Debit Card Information (collected by 3<sup>rd</sup> party billing service)

## **How We Will Use Your Information**

### **Emails**

We will respond to email inquiries sent to the emails listed on our website and will not share email address information with outside parties.

### **Donations**

When a visitor makes a donation online through the BIFSTL website, our 3<sup>rd</sup> party donation service handles the transaction and is responsible for providing online security measures. These services are PCI compliant meaning that they follow a set of requirements designed to ensure a secure environment when processing, storing or transmitting credit card information.

### **Privacy of Children**

BIFSTL's website is designed for a general audience. It is not the policy of BIFSTL to intentionally collect information on minors. Minors are asked to not submit any personal information on the website. Personally identifiable information provided over the phone is also safeguarded and not shared with third parties.

### **Cookies**

Our Site and email communications may use "cookies" to enhance User experience. A cookie is a small text file that a website's server places on a user's computer, mobile phone or other device. Users may choose to set their web browser to refuse cookies, or to alert them when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

Cookies can transmit information back to the website's server about the browsing activities of the User on the site. This includes information such as pages and content viewed, the time and duration of visits and whether a computer user clicked on an advertisement.

Cookies can also be used to recognize users and maintain data related to a particular individual, including passwords. In some contexts, such as where a number of separate websites participate in a network, cookies can be used to track a computer user across different sites.

### **Our Commitment to Data Security**

Any internet communications are not completely secure and are subject to errors or malfunctions in transmissions or storage. Therefore, BIFSTL cannot guarantee complete security but does ensure that it takes appropriate actions to prevent such occurrences and safeguards all information submitted on its website.

### **How to Contact Us**

If you wish to discontinue receipt of postal mail or email, if you have questions or concerns regarding the privacy policy as outlined here on our website, or to correct factual errors in your personally identifiable information please contact us at 636-686-5290 or [braininjuryfoundationstl@gmail.com](mailto:braininjuryfoundationstl@gmail.com). To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

***Use of the BIFSTL website signifies acceptance of this privacy policy. BIFSTL reserves the right to modify its website and privacy policy at any time without notice***