

Title: Website Privacy Policy	Document ID: RR-102
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Review Date:	Revision Date:

PURPOSE: It is our policy that all personal information collected, including that of customers, donors, sponsors, volunteers and employees of NFP, is kept in the strictest confidence by NFP and will not be disclosed and/or sold or traded to anyone except NFP, its employees, agents, officers and directors. The information will only be used by NFP for the purposes for which it was collected, as disclosed to the individual or entity at the time of collection.

SCOPE: This website privacy policy discloses the privacy practices for nfpmedcenter.org. This website privacy policy applies solely to personal information collected by this website.

PROCEDURE:

NFP will post the following notice on the nfpmedcenter.org webisite:

This privacy policy discloses the privacy practices for nfpmedcenter.org. You can learn more about our policy for patient privacy here:

https://static1.squarespace.com/static/583e2a238419c26447ac8415/t/5847297c20099e24ea183fbb/1481058684081/Privacy_Practices_English.pdf.

This website privacy policy applies solely to information collected by this website. It will notify you of the following:

- What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
- What choices are available to you regarding the use of your data.
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.

Introduction

Neighborhood Family Practice is committed to protecting your privacy. We do not collect personally identifying information about you when you visit our website, unless you choose to provide such information to us. Providing such information is strictly voluntary. Any personal information shared via email, written correspondence or donations, phone conversations, etc. is confidential. This policy explains how we will handle information we



learn about you from your visit to our web site and other methods of communication with Neighborhood Family Practice.

Use of Links

Throughout our web pages, we provide links to other servers which may contain information of interest to our readers. We take no responsibility for, and exercise no control over, the organizations, views, or accuracy of the information contained on other servers. Creating a text link from your website to our site does not require permission. If you have a link you'd like us to consider adding to our website, please send an email to info@nfpmedcenter.org with the subject "Link Request."

Use of Text and Images

If you would like to publish information that you find on our website, please send your request to <u>info@nfpmedcenter.org</u>. Where text or images are posted on our site with the permission of the original copyright holder, a copyright statement appears at the bottom of the page.

Accessibility

This website is designed to be accessible to visitors with disabilities, and to comply with federal guidelines concerning accessibility. We welcome your comments. If you have suggestions on how to make the site more accessible, please contact us at info@nfpmedcenter.org.

Reading or Downloading

We collect and store only the following information about you: the name of the domain from which you access the Internet, the date and time you access our site, and the Internet address of the website from which you linked to our site.

We use the information we collect to measure the number of visitors to the different sections of our site, and to help us make our site more useful to visitors.

Cookies

Cookies are small pieces of text sent to your browser when you visit a website. We use cookies to analyze how our website is being accessed and used and help us track performance of our web pages. You can avoid cookies by configuring your browser to reject them or at least notify you when a cookie is being placed on your hard drive. NFP uses a third party to collect and analyze this information. However, we do not sell or rent the information to any third party.

Email or Web Forms

You also may decide to send us personally identifying information, for example, in an electronic mail message containing a question or comment, or by filling out a web form that provides us this information. We use personally identifying information from email primarily



to respond to your requests. We may forward your email to other employees who are better able to answer your questions. We may also use your email to contact you in the future about our programs that may be of interest.

We will not obtain any personally identifying information about you when you visit our site, unless you choose to provide such information to us. Providing such information is strictly voluntary. Except as might be required by law, we do not share any information we receive with any outside parties.

If you sign up for one of our email lists, we will only send you the information you have requested. We won't share your name or email address with any outside parties.

Please review https://www.constantcontact.com/legal/privacy-statement for any questions regarding our email marketing software privacy and security.

Opt-Out or Change Your Contact Information

You may opt-out, change your contact information or change the kinds of information you receive from us at any time. You may choose to receive only specific communications or none at all. You may also update your contact information previously provided to us through another online form. We do not save this personal information for any other reason.

Surveys

Occasionally, we may survey visitors to our site. The information from these surveys is used in aggregate form to help us understand the needs of our visitors so that we can improve our site or services. We generally do not ask for information in surveys that would personally identify you. If we do request contact information for follow-up, you may decline to provide it. If survey respondents provide personal information (such as an email address) in a survey, it is shared only with those people who need to see it to respond to the question or request.

Donor Privacy Policy

Neighborhood Family Practice will not sell, share or trade personal a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations. This policy is inclusive of donor information collected via this website and its form submissions, as well as any online or offline donations or other communications we receive.

Please review https://www.blackbaud.com/privacy-policy.aspx for any questions regarding our donor database privacy and security.

Statement of Security

NFP values your privacy and security. Your data is protected through Secure Socket Layer (SSL), using both server authentication and data encryption technology to protect your confidential information. To verify that SSL is protecting a page, look for a URL beginning with https://, instead of http://, and a green, closed padlock icon. This allows visitors to navigate the website and submit information through a secure connection.



Our website is encrypted to protect your privacy. Once information is sent to our site, it is kept in secure databases where it is not available to users on the Internet. While we sometimes ask for credit card numbers or certain service transactions, and either pass them on to a credit card processing service or process them manually, we do not store credit card numbers online.

Changes to this Policy

Neighborhood family Practice may from time to time revise its privacy policy. You should therefore periodically visit this page, so you are aware of any such revisions. We will not, however, use your existing information in a manner not previously disclosed. You will be advised and have the opportunity to opt out of any new use of your information.

Questions about our policies

If you have any questions about this privacy statement, the practices of this site, or your dealings with this website, you can contact us at: info@nfpmedcenter.org.

Please review https://www.blackbaud.com/privacy-policy.aspx for any questions regarding our donor database privacy and security.

By using this website, you accept these terms.