

# Privacy Policies

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## General Privacy Policy

Aging Care Connections has created this General Privacy Policy in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for this website.

Our website's registration form requires users to give us contact information (like their name and email address). We use contact information from the registration form to send the user our electronic newsletter and other information about Aging Care Connections. The user's contact information is also used to contact the user when necessary. Users may opt-out of receiving future mailings—see the choice/opt-out section below.

Because the nature of our work is very confidential, we will not give, or sell your email address or personal information. The only exception to this is in the event that Aging Care Connections merges with another non-profit organization which then assumes responsibility and takes control over our donor list. In that case you will be given two weeks' notice before the transfer to opt out.

Our website contains links to other websites. Our website, [www.agingcareconnections.org](http://www.agingcareconnections.org), and Aging Care Connections, is not responsible for the privacy practices or the content of other websites.

Our website uses an online donation page where individuals can complete a form to make a secure online donation to support Aging Care Connections. We collect the donor's contact information (like their email address) through this form, which can then be used to send acknowledgements, donation receipt letters, and information about Aging Care Connections to the donor. The donor's contact information is also used to get in touch with them when necessary. Users may opt-out of receiving future mailings—see the Choice/Opt-Out section

below. Credit card information that is collected is used to charge the user donations. It is never divulged to any outside party.

## Client Privacy

The principles of confidentiality shall be maintained by all employees of Aging Care Connections in keeping with ethical principles in the provision of social services. No information concerning or obtained from an older person, family member or collateral contact shall be disclosed in any form that will identify the particular older person without the informed consent of the older person or his legal representative unless disclosure is specifically required by court order or for other program monitoring by authorized Federal or State monitoring agencies.

## Security

Our website has security measures in place to protect the loss, misuse and alteration of the information under our control. Our online donation page is run on a secure server. If you directly email us a donation, we suggest that you send two emails and break your credit card number in two. Send half the number in one email and the other half plus the expiration date in the other email. You can also call Nancy Grah, Director of Philanthropy and External Affairs, at 708-603-2243 to make a donation by phone.

## Choice/Opt-Out

Our website gives users the following options for removing their information from our database to not receive future communications and/or to not receive solicitations. To request removal from future communications and/or solicitations you can do one of the following:

- Send an email to Nancy Grah at [ngrah@agingcareconnections.org](mailto:ngrah@agingcareconnections.org) (you will have to clear yourself through our spam filter)
- Send mail to the following postal address:

Aging Care Connections

Advancement Office

Attn: Nancy Grah, Director of Philanthropy & External Affairs  
111 W. Harris Avenue, La Grange, IL 60525

- Call Nancy Grah at the following telephone number: 708-603-2243

## Change/Modify

Our website gives users options for changing and modifying information previously provided to us. To request changing and modifying information previously provided, you can do one of the following:

- Send an email to Nancy Grah at [ngrah@agingcareconnections.org](mailto:ngrah@agingcareconnections.org)
- Send mail to the following postal address:

Aging Care Connections

Advancement Office

Attn: Nancy Grah, Director of Philanthropy & External Affairs

111 W. Harris Avenue, La Grange, IL 60525

- Can call Nancy Grah at the following telephone number: 708-603-2243

## Anti-Spam Policy

We do not send emails to people that do not have a relationship with Aging Care Connections.

A relationship with Aging Care Connections can start various ways, including when a person:

- Opted in to one of our email lists either via our website or one of our partner sites.
- Made a donation to Aging Care Connections.
- Purchased a ticket for one of our events.
- Entered a drawing or contest either online or in-person at a live event.

If you have any questions about this privacy policy, the practices of this site, or your dealings with this website, you can contact:

Aging Care Connections  
Advancement Office  
Attn: Nancy Grah, Director of Philanthropy & External Affairs  
111 W. Harris Avenue  
La Grange, IL 60525

## Donor Privacy Policy

Aging Care Connections values the trust of those we deal with and of the public, and we recognize that maintaining this trust requires us to be transparent and accountable in maintaining the confidentiality of the personal information that you choose to share with us.

Aging Care Connections is committed to respecting and protecting the privacy of our donors, volunteers, employees, and other stakeholders.

### Use and Disclosure of Personal Information

The types of donor information that Aging Care Connections collects and maintains are as follows:

- Contact information: name, address, telephone number and email address
- Giving information
- Information on events attended, publications received and special requests for program information
- Information provided by the donor in the form of comments and suggestions

Aging Care Connections uses donors' information to understand their interests in our mission and to update them on the organization's plans and activities. It is shared with staff, board members, volunteers and consultants only on a "need-to-know" basis.

Once a year, Aging Care Connections publishes the names of our donors in our Annual report. Requests to remain anonymous can easily be arranged.

Aging Care Connections also assures donors that their names and addresses will not be shared with any third party unless permission has been granted.

## Changes to the Donor Privacy Policy

We reserve the right to change this Donor Privacy Policy from time to time. When we do, we will note the last update at the bottom of this Privacy Policy. For changes to this policy that may be materially less restrictive on our use or disclosure of your personally identifiable information, we will obtain your consent before implementing the change by sending a notice to your primary email address and home address specified in our records and by placing a prominent notice on our website.

If you have comments or questions about Aging Care Connections' donor privacy policy, please email Nancy Grah, Director of Philanthropy and External Affairs, at [ngrah@agingcareconnections.org](mailto:ngrah@agingcareconnections.org) or call (708) 603-2243.