

# COA YOUTH & FAMILY CENTERS PRIVACY POLICY



COA Youth & Family Centers is committed to protecting the privacy of donors and website visitors. This policy outlines how constituent (e.g. donor, volunteer, prospect) information is collected and used. Any donor information collected by COA (both online and offline) is not sold, exchanged, or shared. The only information collect by COA on this website is provided by constituents through forms. Constituent information is only used for the purposes of processing visitors' requests.

COA collects only the following types of information from donors and visitors:

- Contact information: name, organizational affiliation, address, phone number, email address
- Payment information: credit card numbers and expiration dates, and billing information
- Information shared by constituents: acknowledgement and tribute notification information, instructions, comments, questions
- Requests to receive agency mailings and communications

Credit card numbers are used only for gift and/or payment processing purposes and are not retained for further purposes by COA.

If you do not wish to submit personal information through COA's website, please contact COA's Resource Development Department for assistance at (414) 263-8383 or [development@coa-yfc.org](mailto:development@coa-yfc.org).

Constituents have the right to consent to the release of personal information and have the right to access their information. Constituents have the right to "opt out" of receiving COA communications and mailings. To opt out, please contact COA's Resource Development Department at (414) 263-8383 ext. 116.

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