

Website Privacy Policy Statement

It is the policy of Our Lady's Inn to respect and protect the privacy of individuals using Our Lady's Inn website ("Website"). This Privacy Policy describes how Our Lady's Inn collects, uses, and shares personal information obtained from you when you use the website to send us an inquiry, contact a staff person, register for an event or make a donation. By utilizing the Website, you assent to the Our Lady's Inn Privacy Policy.

Donor Privacy Policy Statement

Our Lady's Inn respects and takes seriously the protection of the personal information of all donors, those making donations through the website, via mail, phone or any other method of donation. Keeping this personal information secure is a top priority for us. Personal information is private and confidential; accordingly, the information provided is stored in a secure location and is accessible only by designated employees, trained in the proper handling of customer information. Our Lady's Inn will not sell, share, trade or rent your personal information with any other organization or individual. Whenever Our Lady's Inn should hire a third party to provide support services, we will require them to conform to our privacy standards and allow us to audit them for compliance. .

Personal Information

"Personal Information" is information that identifies you personally, for example, your name, address, phone number and email. We collect and store the personally identifiable information that you provide to us. Examples of ways in which we may collect your information:

- We may collect your name, address, email address and other contact information when you register for or attend an event.
- We may collect your name, address, email address, phone number and payment information when you make a donation through our website, via mail, phone or any other method of donation.
- We may collect personal information from you, from time to time, in ways not described above.

How We Collect, Use and Share Donor Information

- Our Lady's Inn will not sell, share, trade or rent your personal information with any other organization or individual.
- Our Lady's Inn will not send you mailings on behalf of other organizations.
- Our Lady's Inn will collect payment information, billing address and other information necessary to process a donation or event registration.
- Our Lady's Inn may use your personal information to send you information about Our Lady's Inn programs, events or fundraising appeals.
- Our Lady's Inn may publish your name and donation level (but not specific amount) in its annual report. If you wish for your donation to remain anonymous, you may request such.

- Our Lady's Inn may be required or permitted by applicable law to disclose your personal information to the government or third parties under certain circumstances. We reserve the right to respond to any subpoena received from a government agency without prior notice to you. Additionally, if we need to investigate or resolve possible problems or inquiries, we may disclose certain information about you to private entities, law enforcement, or other government officials as Our Lady's Inn, in its sole discretion, believes necessary or appropriate.

To review and/or correct your personal information, opt out of future mailings, become or remain an anonymous donor or inquire about our privacy policy, please email Karen at knolkemper@ourladysinn.org or call 314-736-1544.

Third Party Service Providers

On line donation processing for Our Lady's Inn is handled by a third-party service provider. After collecting preliminary information, you will be linked to the Website of the service provider. The service provider will request that you provide certain contact information, including your name, mailing address, phone number, and e-mail address. In addition, the service provider will request that you provide certain donation information, including the amount of your donation. Finally, the service provider will request that you provide certain billing information, including the name of your bank or credit card, your bank or credit card account number, expiration date, and billing address.

The service provider that processes your donation will use the information that you provide to:

- Process your donation request
- Verify your identity
- As otherwise specified in the service provider's Privacy Policy

The service provider will share your contact and donation information with Our Lady's Inn. However, Our Lady's Inn will not request or receive your billing information. Our Lady's Inn may use your contact and donation information for the following purposes:

- To contact you about your donation, tax credit eligibility and future donations
- To perform any necessary tasks required or permitted under applicable law

The Website contains links to third-party websites not controlled by Our Lady's Inn, including the website of our third party service provider. We recommend reviewing the privacy policies of a service provider carefully before making a donation to ensure that you are comfortable with how the service provider collects, uses, and shares information related to your donation. Our Lady's Inn is not responsible for the privacy policies or procedures of its service providers or any other third party, or for the content of any third-party Website.

Security

Our Lady's Inn uses reasonable measures to protect against the loss, misuse, or alteration of all sensitive personal information under our control. Please bear in mind that no website or data transmission over the Internet is totally secure. As a result, Our Lady's Inn cannot promise or

guarantee the security of any information you provide on or through this Website. Donation processing is handled by our service provider, and all information is treated in accordance with the Privacy Policy of our service provider.

Changes to this Privacy Policy

This Privacy Policy may be changed from time to time and without notice at the sole discretion of Our Lady's Inn and as provided by applicable law. We will notify you of these changes by updating the "Effective Date" for this Privacy Policy, or by posting a notice on our Website that the Privacy Policy has been changed. However, it remains your responsibility to review the Privacy Policy, and your continued use of the Website after we have amended the Privacy Policy shall signify your acceptance of any modifications.

Contacting Us

Any questions or concerns regarding this Privacy Policy should be directed to Peggy Forrest at pforrest@ourladaysinn.org or by calling 314-736-1544.

Effective Date 9/15/2022

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