

# PRIVACY POLICY

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Thank you for visiting our web site. Protecting the personal privacy of individuals who use the Internet is a priority and these are the policies we have put in place to safeguard the privacy of individuals who visit this Web site. If you have questions or concerns about this Internet privacy policy, or any other issues involving the Web site, you need to contact us by electronic mail, telephone, or mail, to let us know your opinions.

Our basic Internet privacy policy is simple: our web site collects no personal information about you when you visit the site unless you choose to provide that information to us during your visit by sending an email so that we can contact you about an issue you have raised or help you with a problem. Let me describe more specifically the type of information that may be gathered when you visit my web site and how that information is handled.

## INFORMATION COLLECTED AND STORED AUTOMATICALLY

Our Web site server collects aggregate data about visits to web sites, such as statistics that show which parts of each web site were visited the most. The following information is also collected when you visit any web site: the domain from which you access the web site, the date and time of your visit, the pages you visit, and the address of the web site, if any, that provided the link from which you reached the site. This information is gathered only for the purpose of enabling us to improve the online service we provide to visitors to our web site.

No individual identifying or personal information (such as your name) is automatically gathered when you visit our web site. Our web site does not use 'cookies' or other means to track your visit in any way. Though 'cookies' are used to save preferences about how you view this site.

## **IF YOU SEND US PERSONAL INFORMATION**

Our web site is set up not to collect any personal information about you when you visit the site unless you choose to provide that information to us. Our web site has an online web form that you can use to contact us by sending an electronic mail message expressing your views or concerns or asking for assistance with a particular problem. To send the e-mail, a basic e-mail form opens and you can provide as much or as little information as you choose. It will automatically insert the e-mail address from which you are sending the message. We will use the information provided by you to contact you about the matter you expressed your views about and to provide any casework assistance regarding problems you may be experiencing. This information will be available to members of our staff so they can help in responding to your message or request.

If you are requesting help with a specific problem, it also may be necessary for us to share the information you provide with other agencies which may be able to provide you with requested assistance, but this will not be done until we have contacted you and obtained your permission to contact those agencies.

## **LINKS TO OTHER SITES**

Our web site has links to other useful sites on the Internet, including sites of other government agencies and sites relating to assistance services. If you follow any of the links you will have left our web site and you will need to refer to that site's own privacy policy.

If you have any questions or comments concerning this privacy policy, please contact us at [info@tricitycaaky.org](mailto:info@tricitycaaky.org) .

