



## Privacy Policy (Our Lady of the Greenwood)

**Application:** This privacy statement is applicable to [olgreenwood.org](http://olgreenwood.org) and its ministries.

**Purpose:** To respect and protect the privacy of our users.

**General Statement of Use:** Our Lady of the Greenwood of the Archdiocese of Indianapolis does not collect personally identifiable information about individuals except when such individuals specifically provide such information on a voluntary basis. For example, such personally identifiable information may be gathered from an e-mail request for information or service from a ministry of Our Lady of the Greenwood.

Personally, identifiable information on individual users will not be sold or otherwise transferred to unaffiliated third parties without the approval of the user at the time of collection.

Our Lady of the Greenwood may disclose user information in special cases when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be causing injury to or interference with (either intentionally or unintentionally) Our Lady of the Greenwood rights or property, other Archdiocesan users, or anyone else that could be harmed by such activities. Our Lady of the Greenwood may disclose user information when we believe in good faith that the law requires it.

Our Lady of the Greenwood reserves the right to perform statistical analyses of user behavior and characteristics in order to measure interest in and use of the various areas of the site and to inform ministries of such information.

In the future, users should be aware that when they voluntarily disclose personally identifiable information (e.g., user name, e-mail address) on bulletin boards or in the chat areas that may be developed and implemented on Our Lady of the Greenwood website, that information, along with any substantive information disclosed in the user's communication, can be collected and correlated and used by third parties and may result in unsolicited messages from other posters or third parties. Such activities are beyond the control of Our Lady of the Greenwood.

Users also should be aware that non-personal information and data may be automatically collected through the standard operation of the Our Lady of the Greenwood Internet servers or through the use of "cookies." Cookies are small text files a website can use to recognize repeat users, facilitate the user's ongoing access to and use of the site and allow Our Lady of

the Greenwood to track usage behavior and compile aggregate data that will allow content improvements. Cookies are not programs that come onto a user's system and damage files. Generally, cookies work by assigning a unique number to the user that has no meaning outside the assigning site. Users should be aware that Our Lady of the Greenwood cannot or does not control the use of cookies or the resulting information by third parties hosting data for Our Lady of the Greenwood. If a user does not want information collected through the use of cookies, there is a simple procedure in most browsers that allows the user to deny or accept the cookie feature; however, users should note that cookies may be necessary to provide the user with certain features available on the Our Lady of the Greenwood website.

Specific Uses:

### **1. 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 would like us to consider adding to our website, please send an email to [olgwebsite@olgreenwood.org](mailto:olgwebsite@olgreenwood.org) with the subject "*Link Request*."

### **2. Use of Text and Images**

If you would like to publish information that you find on our website, please send your request to [olgwebsite@olgreenwood.org](mailto:olgwebsite@olgreenwood.org).

### **3. 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 [olgwebsite@olgreenwood.org](mailto:olgwebsite@olgreenwood.org).

### **4. Reading or Downloading**

We collect and store various pieces of non-personal information about you, for example: the name of the domain from which you access the Internet (for example, [aol.com](http://aol.com), if you are connecting from an America Online account, or [princeton.edu](http://princeton.edu) if you are connecting from Princeton University's domain), 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.

## **5. Online Profile Updates and Donations**

If you complete the Profile update form and share your personally identifying information, this information will be used only to provide you with more targeted content. We may use your contact information to send further information about our organization or to contact you when necessary.

## **6. Sending us an Email**

You 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.

## **7. Children and Privacy**

For children who visit our site, special rules apply. We do not request personal information about children, such as first and last name or street address and city. When children send email to us, their online contact information (email address) is not used to re-contact them and is not maintained in retrievable form.

## **8. Change Your Contact Information**

You may update your contact information previously provided to us through another online form. You cannot remove yourself from our database, but you can prevent unwanted communications.

## **9. 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: [olgwebsite@olgreenwood.org](mailto:olgwebsite@olgreenwood.org)

The foregoing policies are effective as of July 1, 2019. Our Lady of the Greenwood reserves the right to change this policy at any time by notifying users of the existence of a new privacy

statement. This statement and the policies outlined herein are not intended to and do not create any contractual or other legal rights in or on behalf of any party.

By using this site, you signify your assent to the Our Lady of the Greenwood Privacy Policy. If you do not agree to this policy, please do not use our site. Your continued use of the Our Lady of the Greenwood site following the posting of changes to these terms will mean you accept those changes.