

## Terms of Use

Council of Community Services, Inc. ("Council of Community Services" or "Organization" or "we" or "us" or "our") is committed to responsible information handling practices. You can visit most pages on the Sites (as defined below) without giving us any information about yourself. This Privacy Policy(link) explains data collection and use in those situations. By visiting the Sites, you consent to the information practices described in this Privacy Policy.

This Privacy Policy applies to the following sites: [www.ccsgillette.org](http://www.ccsgillette.org) (and each sub-domain associated with this URL) and other websites operated by of for Council of Community Services (collectively, the "Sites"). This Privacy Policy does not apply to other sites that may be accessible through the Sites. This Privacy Policy does not apply to the practices of persons or entities that Council of Community Services does not control, manage or employ. The Sites contain links to other sites that are operated by third parties, including, but not limited to, third party sites that may display the name, trademarks, service marks and logos of Council of Community Services. We encourage you to read the privacy policy of those other sites to learn how they collect and use information about you.

In order to fully understand your rights, we encourage you to read this Privacy Policy(link) as well as our Terms of Use. As our Sites continue to implement new technologies and improve services and content, this Privacy Policy is subject to change. Council of Community Services reserves the right at any time and without notice to change this Privacy Policy. If there are changes or additions to this Privacy Policy, we will post those changes here or in other formats that we deem acceptable, so that you will always know the information we collect online, how we use it and what choices you have. All changes are effective immediately upon posting. We encourage you to read the entire Privacy Policy. For your convenience, you can also download a copy of our Privacy Policy in PDF format(link to download).

## Types of Information Collected and How It Is Used

### Personal Information: Information You Provide to Us

Council of Community Services gathers personal information such as first and last name, email address, mailing address, phone number, credit card or debit card, and other account-related information only submitted by you. If you make a donation or apply to our resources, personal information will be collected in order to process your donation and/or application.

With your permission, Council of Community Services will use your personal information collected from you to send you information, such as Council of Community Services program updates, application and attendance updates, fundraising campaigns or major grant initiatives. If you do not elect to receive such materials, we will not send them to you.

**Council of Community Services**

114 South 4-J Road | Gillette, WY 82716

P: 307.686.2730

F: 307.686.4018

"helping people help themselves"



## Aggregate Information: Collected Automatically

When you visit the Sites, we automatically collect information about your visit. Collecting this information helps us to improve the Sites to enhance your experience. Aggregate information is non-personally identifiable/anonymous information about you, such as web pages you frequently visit, time spent on a page or area of the Sites, the number of visits to the Sites by you, type of browser used by you, cookie preferences or search terms entered by you. Council of Community Services can tell the type of computer you are using, as well as the date, time, and pages you visit. This information is used in a collective manner, and no single person can be identified by that compiled information.

Council of Community Services also may use Aggregate Information for internal purposes, such as tracking demographic data and providing targeted content to make the Sites more useful to our visitors. This type of information is non-personally identifiable, anonymous information about you, such as pages you frequent most, time spent on a page or area of the Sites, the number of visits to the Sites by you, types of web browser used by you, cookie preferences or search terms entered by you, as well as the date and time when you visit. Aggregate Information is used in a collective manner, and no single person can be identified by that compiled information.

## **Security of Donor Information**

Council of Community Services honors the privacy and confidentiality of all donors and benefactors and will not release personal information including names, addresses, phone numbers, email addresses to any outside charity or organization for the purpose of solicitation. Council of Community Services will not publish pictures or names of donors or benefactors on the website or in other publications such as brochures, newsletters, press releases or other media without the written permission from the donor, benefactor or their parent/legal guardian if the donor or benefactor is under the age of 18.

The personal information collected will be used to provide written substantiation to donors and/or benefactors.

## **Payment Processing and Data Storage**

Council of Community Services uses PayPal to process donations made online.

If you have any questions about PayPal's privacy practices, you can visit PayPal's website here: <https://www.paypal.com/us/webapps/mpp/ua/privacy-full>

What is PayPal's confidentiality policy concerning client data?  
<https://www.paypal.com/us/webapps/mpp/ua/privacy-full#05>

PayPal's PCI Compliance Standards: <https://www.paypal.com/us/webapps/mpp/pci-compliant-solution>

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Council of Community Services uses Bloomerang to store donor data.

If you have any questions about Bloomerang's privacy practices, you can visit PayPal's website here: <https://bloomerang.co/privacy-policy/>

What is Bloomerang's confidentiality policy concerning client data? <https://bloomerang.co/security-policy/>

Access to the Bloomerang donor database is restricted to personnel with a legitimate business need to access or modify the information contained therein.

## Sharing of Personal Information

Council of Community Services does not sell, transfer or disclose personal information to third parties.

Council of Community Services reserves the right to use or disclose and information as needed to satisfy law, regulation or legal request, to protect the integrity of the Sites, to fulfill your requests, or to cooperate in any law enforcement investigation or an investigation on a public safety manner.

## Cookies

"Cookies" are pieces of information that an internet site transfers to an individual's hard drive for record keeping purposes. Cookies are used to collect non-identifying information about the user to make web-surfing easier by performing certain functions like saving passwords, and personal preferences regarding use of a particular website. Like most internet websites, Council of Community Services uses cookies for a variety of purposes in order to improve your online experience. The Sites may track the total number of visitors on an anonymous, aggregate basis.

## Access

You are in control of all personal information you provide to us. If at any time, you wish to update the personal information, we have about you or if you would like to change your personal preferences for contact from Council of Community Services, you can let us know by contacting us at the following address:

**Council of Community Services**  
**114 South 4-J Road**  
**Gillette, WY 82716**  
**Attn: Marissa**

Phone: 307-686-2730

Fax: 904-686-1957

You can also send an email request to [marissa@ccswy.org](mailto:marissa@ccswy.org)

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In order to review any personal information, we have about you or to ask us to delete that information or to stop further use of the information, please contact us through the email or mailing address above. If you would like to unsubscribe from our email list, please use the safe-unsubscribe link at the bottom of our newsletter emails or contact us through the postal address listed above. It may take up to two weeks to remove you from all of our correspondences, if we have one in production when you request to be removed.

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