

## Website Privacy Policy

*Adopted on November, 2011, Revised 1, 2016, 11, 2017 and 9,2018*

Centro Tyrone Guzman takes donors privacy very seriously. This privacy policy contains advise about our guidelines concerning the use of personal information, including, without limitation, the reasonable efforts we make to protect personal information in accord with these guidelines, and about what choices visitors have concerning our use of such information. We may need to change this policy from time to time in order to address new issues and reflect changes on our sites. We will post those changes in our website so visitors know our policies regarding what information we gather, how we might use that information and whether we will disclose that information to anyone. This policy should be reviewed regularly.

Questions or concerns about our privacy policy should be sent to [infocenter@centromn.org](mailto:infocenter@centromn.org) or mailed to: Centro Tyrone Guzman - 1915 Chicago Avenue, Minneapolis, MN 55404.

Name, email address or mailing addresses are not shared.

By visiting [www.centromn.org](http://www.centromn.org), a person agrees to the practices detailed below.

The information we collect from site visitors:

Centro Tyrone Guzman collects information about the Internet Protocol (IP) addresses of all visitors to our site. An IP address is a number assigned to a computer automatically when yone uses the Internet. This information is only collected in aggregate (in other words, we are not able to monitor the individual usage of the site) and helps us monitor site traffic patterns in order to improve our service.

This site uses cookies for some interactive features. A cookie is a small amount of data, which includes an anonymous unique identifier that is sent to your browser from a web site's computers and stored on your computer's hard drive. Most browsers will automatically accept cookies. One can set a browser to reject cookies but some parts of the web site may not function properly if the cookies are rejected.

The information we collect from donors:

If a person donates on [www.centromn.org](http://www.centromn.org), Blackbaud collects the following: first and last name, credit or debit card details (including card type, card number and expiry date) and billing address. Blackbaud should only use your payment details for the purpose of processing your You can read more about Blackbaud's privacy policy at: <https://www.blackbaud.com/privacy-policy.aspx>

Theirst and last name;r address and e-mail will be automatically added to Centro Tyrone Guzman's database when a donation is made. We contact people in our database with information about our programs and occasionally share needs of our programs. A person can opt out to not receive these e-mails.

Legal Process:

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Although unlikely, Centro Tyrone Guzman may be forced by law to provide personally identifiable information to the appropriate authorities.

Acceptance of our Privacy Policy:

Use of the Centro Tyrone Guzman's website and associated services implies acceptance of this Privacy Policy. If a person is not satisfied with any aspect of the website, we request to please discontinue to use the website and services. This policy may change from time to time and visitors are deemed to have accepted the current version each time visitors use centromn.org

Any questions about Centro Tyrone Guzman's Privacy Policy should be directed by email to: [infocenter@centromn.org](mailto:infocenter@centromn.org) or by mail to: Centro Tyrone Guzman – 1915 Chicago Avenue, Minneapolis, MN 55404.

Scope of Privacy Policy

This policy applies to the use of the site and services owned or operated by Centro Tyrone Guzman and any other site that we may own or operate currently or in the future (collectively, the "Sites"). Unless we say otherwise, all references to the Sites in this policy include all such sites. This policy does not apply to the use of unaffiliated sites to which any of the Sites only link. This policy covers only information collected on the Sites and does not cover any information collected offline by us.

Personal Identification Information

We may request personal identification information (such as name, street address, telephone number, e-mail address and/or any other identifier that permits us physical or online contacting) in connection with the use of services or additional information (including via e-mail to us) and in connection with other activities, services or resources we make available on any of our Sites. In all these cases, we will collect personal identification information from a person only if the person voluntarily submits such information to us. Except as otherwise provided in this policy, we reasonably endeavor to ensure that we never intentionally disclose any personal identification information about an individual user to any third party without having received their permission (through opting in or similar procedures) except as provided for herein or otherwise as permitted or required under law. Further, Centro Tyrone Guzman may contact users based on the information they provided online in connection with the use of the Sites.

If we are given permission, we may also use personal identification information for internal or external promotional purposes. On occasion, for example, we may send e-mails about our programs that we think might be of interest to the users of our Sites.

We have the following exceptions to these policies: We will release specific information about a person or their account(s) to comply with any valid legal inquiry or process such as a search warrant, subpoena, statute or court order. We will also release specific information in special cases, such as if there is an attempted breach of the security of the Sites or a physical or property threat to a person or persons. We may also transfer user information, including personally identifiable information, in connection with an

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organization merger, consolidation, the sale of related assets or organization division or other fundamental organization change. We may provide access to personally identifiable information to our contractors who are performing services for us in connection with our Sites or the services that a person has requested.

Further, the information a person enters when making a purchase or online donation will be shared with payment processors, financial gateways and their credit card company to authorize credit card payments. Such information may also be shared with necessary third parties solely for the purpose of carrying out the transactions.

We do not "share" or "sell" donor information whether it is collected online or offline.

## Privacy of Children

We understand that young people need special safeguards and privacy protection. We realize that they may not understand all the provisions of our policy or be able to make thoughtful decisions about the choices that are made available to our adult users. We strongly urge all parents to participate in their children's exploration of the Internet and any online services and to teach their children about protecting their personal information while online.

The Sites are not directed to children under the age of 13. We prohibit registration by children under the age of 13 for all portions of the Sites. We will not knowingly collect personally identifiable information from children under 13.

## Links to Other Sites

Users may find other content on our Sites that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies or no policy (policies) at all. We encourage visitors of our to review the privacy policies of any third-party sites or services before providing any of them with their personal information.

## Security Policy

Protecting privacy and information is a top priority. We have taken reasonable measures to secure both visitor's information and our physical premises. We exercise reasonable care in providing safe transmission of visitors information from their PCs to our servers (unless sent by a means outside of our control, such as e-mail). However, we cannot guarantee that our measures will completely bar unauthorized access to visitors information, and by using the Sites visitors assume this risk.

## Access to/Correction of Information

If a visitor would like to review any personal information we have retained about them in our database, we request they send us an e-mail request for this information at: [infocenter@centromn.org](mailto:infocenter@centromn.org). To help us

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address the request, we request visitors to please specify which information they wish to review. Once visitor(s) have reviewed this information, at visitor's request, we will correct personal information about them that they state is erroneous. To request such a correction, visitors should send an e-mail to: [infocenter@centromn.org](mailto:infocenter@centromn.org). Visitors should be aware, however, that it is not always possible to completely remove or modify information in our databases and servers, although we will always make reasonable efforts to do so upon request. We request visitors to understand that timeliness of such modifications will depend on the volume of traffic on the Sites and correspondence received. In addition, we are unable to modify visitor's information in the records of any third party who has been provided with visitor's information in accordance with this policy.

## Choice/Opt Out

If a visitor "opts in" to receive information from us or others, the visitor can change their mind later. If, at any time, one would like to stop receiving such information or opt out of a feature, visitor may write to us to: [infocenter@centromn.org](mailto:infocenter@centromn.org) to stop receiving e-mails. Visitors should be aware, however, that it is not always possible to completely remove or modify information in our databases and servers, although we will always make reasonable efforts to do so upon their request, and we are unable to have visitor's information removed from the records of any third party who has been provided with information in accordance with this policy.

## Consent to Transfer

The Sites are operated in the United States. If you are located in the European Union or elsewhere outside of the United States, please be aware that any information visitors provide to us will be transferred to the United States. By using our website, participating in any of our services and/or providing us with your information, visitors consent to this transfer.

## Acceptance of These Terms

The use of any of the Sites, signifies acceptance of our Privacy Policy, a promise to comply with the representations visitors make and contained in the Privacy Policy and the understanding of the scope and limitations of the protections provided under the Privacy Policy. If a visitor does not agree to these policies, we request visitor to please not use our Sites. The continued use of the Sites following the posting of changes to these terms will mean that visitors accept those changes.

## CENTRO TYRONE GUZMAN

1915 Chicago Avenue, Minneapolis, MN 55404

Telephone 612.874.1412 • Fax 612.874.8149

E-mail: [infocenter@centromn.org](mailto:infocenter@centromn.org).

Privacy Policy and Terms of Use

2002 to 2018

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Centro Tyrone Guzman works with e-tapestry, a product of Blackbaud to receive donations on-line through our website.

Please visit: <https://www.blackbaud.com/privacy-policy.aspx> to learn about Blackbaud Privacy Policy.

Last updated September 10, 2018