**YWCA Oʻahu Privacy Policy**

**Overview**

YWCA Oʻahu maintains and manages certain information that must be kept confidential.  This includes information about clients, data, donors, and prospective donors. The effective functioning of YWCA Oʻahu also requires respecting the confidentiality of discussions that take place and information that is shared while conducting business. The Privacy Policy is to assist the directors, officers, employees, agents, fiduciaries, members, and volunteers (“Stakeholders”) in fulfilling their confidentiality obligations and commitments.  While the Policy addresses some common confidentiality concerns, it is not an exhaustive list of all situations where a confidentiality obligation may arise.

**General Rule**

Information in the possession of the YWCA Oʻahu and discussions of YWCA Oʻahu business should generally be presumed to be confidential.  All Stakeholders at every level are responsible for maintaining confidentiality.

**Confidentiality of Donor Information**

Unless otherwise requested by the donor, the YWCA Oʻahu may publish the names of individual donors in the Annual Report and other reported listings.  YWCA Oʻahu will not disclose the amount of the gift.  The YWCA Oʻahu may accept anonymous gifts on a case-by-case basis.

**Confidentiality of Member Information**

Except as required by law, member information (including but not limited to names, phone numbers, email and mailing addresses, and other personally identifiable information) is generally not to be disclosed.

**Confidentiality of Business**

Except as authorized by the board, or by an appropriate board committee, discussions, and records of the YWCA Oʻahu’s operations are generally not to be disclosed.  This includes information about financial operations, fundraising, investments, personnel, and contractual relationships. The positions of individual

stakeholders should not be discussed except during official YWCA Oʻahu meetings and processes where those subjects are discussed.

**Exceptions**

This policy does not apply to disclosures to attorneys, accountants and other professionals assisting the YWCA Oʻahu.  It also does not apply to disclosures to tax authorities, government agencies, courts, or as otherwise required by law. The following are considered public documents and information contained in them is not subject to the confidentiality requirements of this policy:

* The YWCA Oʻahu annual report or financial review once it has been accepted by the board.
* The YWCA Oʻahu Form 990 as required to be publicly disclosed.

**Website Use**

We do not collect personally identifying information about you when you visit our site unless you choose to provide such information to us. Providing such information is strictly voluntary. This policy is your guide to how we will handle information we learn about you from your visit to our website.

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 something you would like us to consider adding to our website, please send an email to info@ywcaoahu.org with the subject "Link request."
2. Use of Text and Images: If you would like to publish information that you find on our Web site, please send your request to info@ywcaoahu.org. Where text or images are posted on our site with the permission of the original copyright holder, a copyright statement appears at the bottom of the page. Information about using our logo and images is available in Media Resources.
3. Accessibility: This Web site 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 welcome your comments. If you have suggestions on how to make the site more accessible, please contact us at info@ywcaoahu.org.
4. Reading or Downloading: We collect and store only the following information about you: the name of the domain from which you access the Internet (for example, aol.com, if you are connecting from an America Online account, or 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 Web site 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.

1. 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. You may always opt-out of receiving future mailings; see the "Opt-Out" section below.

1. Sending us an Email: You also 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. We will not obtain personally identifying information about you when you visit our site unless you choose to provide such information to us. Providing such information is strictly voluntary. Except as might be required by law, we do not share any information we receive with any outside parties. If you sign up for one of our email lists, we will only send you the kinds of information you have requested. We won't share your name or email address with any outside parties.
2. Opt-Out or Change Your Contact Information: Our site provides users the opportunity to opt-out of receiving communications from us through a special online form. You may choose to receive only specific communications or none at all. You may also update your contact information previously provided to us through another online form. You cannot remove yourself from our database, but you can prevent unwanted communication.