

## Institute for Spirituality and Health, Privacy Policy

Effective **May 13, 2014**

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### Our Commitment To Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

### The Information We Collect:

This notice applies to all information collected or submitted on the Institute for Spirituality and Health (hereafter ISH) website. On some pages, you may make requests, register for Lectures and Events, and to receive materials. The types of personal information collected at these pages are:

- Name
- Address
- Email address
- Phone number
- Credit/Debit Card Information, etc.

On some pages, you can submit information about other people. For example, you may want ISH to contact directly a person or mail materials to that individual. To do so you will need to submit your own credit card information (where applicable) as well as the recipient's address or other contact information. In this circumstance, the types of information collected are:

- Name
- Address
- Phone Number
- Email address, etc.
- Where applicable, your Credit/Debit Card Information, etc.

### The Way We Use Information:

We use the information you provide about you to complete an Event/Lecture registration or any other request you have asked of ISH. We may add your name to our Email and contact distribution lists in order to inform you of upcoming events. If you do not want you name added to these lists, there is a convenient and safe Unsubscribe option added on each email item that we distribute. We do not share this information with outside parties except to the extent necessary to complete the request you have asked of ISH (PavPal. credit cards. etc).

We offer gift-cards by which you can personalize providing an event or lecture registration fee for another person. Information you provide to us to create a gift-card is only used for that purpose, and it is only disclosed to the person receiving the gift.

You can make an honorary or memorial contribution to ISH in the name of a relative, friend, colleague, respected professional, or loved one. Information you provide to us to create the honorary/memorial gift is only used for that purpose, and it is only disclosed to the person being so honored. With your permission, we may publish your name and the name of the person you have honored/memorialized in ISH publications without reference as to the amount of your gift.

We use return email addresses to answer the email we receive. Such email addresses may be added to our email distribution lists for upcoming events but are not used for any other purpose and are not shared or sold to outside parties.

You may register with our website if you would like to receive any annual or quarterly mailings as well as updates on our new services. Information you submit on our website will not be used for this purpose unless you fill out the registration form.

We may use non-identifying and aggregate information to better design our website and to create data for ISH promotional literature used in grant requests to Foundations, Corporations, and to individuals in annual fund-raising appeals. For example, we may tell our contributors that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women filled out our registration form to attend one of our major events, but we would not disclose anything that could be used to identify those individuals.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

#### **Our Commitment To Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

#### **Our Commitment To Children's Privacy:**

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

#### **How You Can Access Or Correct Your Information**

We can provide access to all your personally identifiable information that we collect online. To manage your personal information we use a service called Constant Contact as well as, in some cases, a program called Donor Perfect. We use this procedure to better safeguard your information.

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

To protect your privacy and security, we will also take reasonable steps to verify your identity before

granting access or making corrections.

**How To Contact Us**

Should you have other questions or concerns about these privacy policies, please call us at 713-797-0600 or send an email to our Manager of Operations, Jerri Doctor, at [jdoctor@ish-tmc.org](mailto:jdoctor@ish-tmc.org).