

Privacy Statement

Salt Lake Community Action Program

Salt Lake Community Action Program (SLCAP) is committed to maintaining your confidence and trust, and accordingly maintains the following privacy policy to protect personal information you provide on line at www.slcap.org and www.headstart-slcap.org.

Information Sharing

SLCAP does not rent, sell, or exchange with other entities personal information collected online from donors, clients, volunteers, or any other persons who visit our web sites.

Personal Information that SLCAP May Collect Online and How It Is Used

Persons making a donation or accepting an invitation to a SLCAP event are asked for personal contact information, including name, mailing address, phone number, and an e-mail address. This information is used to provide requested information or resources, a receipt, and/or a follow up report on the utilization of a contribution. Donors and event guests may also be added to an agency mailing list to receive newsletters and invitations to public agency events.

Potential clients who submit applications on line will be asked for personal contact information, and additional information that may include date of birth, income, medical conditions, and other information relevant to the service they are requesting. This information is used to help determine eligibility for services, and to permit agency staff to contact applicants to facilitate their access to agency services and resources.

Potential volunteers who submit applications on line will be asked for personal contact information and additional information that may include criminal offenses, personal references, and other information relevant to the tasks they may be performing. This information is used to assess volunteer qualifications and interests, and to permit agency staff to contact applicants to match them with agency tasks and projects. Volunteers may also be added to an agency mailing list to receive newsletters and invitations to public agency events.

Personal Billing Information Collected

Persons who make donations on line at www.headstart-sclap.org are asked for billing information, such as a billing address and credit card number. Secure servers are used to gather and process billing information. This site uses a *thawte SSL123 Certificate* to offer secure communications by encrypting all data to and from the site. Donor billing information is not shared with any other organizations, and credit card numbers are not retained once a transaction has been authorized and processed.

How to Contact SLCAP to Update Information or Request Removal from a Mailing List

With the exception of credit card numbers, which are not retained, anyone can view and request changes to the information they have given us, and may request removal from any mailing lists they may be on, by contacting us at:

Salt Lake CAP Head Start
ATTN: Community Partnerships Manager
1307 South 900 West
Salt Lake City, UT 84104
(801) 977-1122 ext. 432
Email: ndroitsch@slcap.org

Computer Tracking and Cookies

SLCAP web sites is not set up to track, collect or distribute personal information not entered by its visitors. Our sites logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to provide better services. The statistics contain no personal information and cannot be used to gather such information.

A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. SLCAP uses non-identifying cookies to provide easier site navigation and access to forms. You can still use the SLCAP web sites if your browser is set to reject cookies. Our cookies do not generate personal data, do not read personal data from your machine and are never tied to anything that could be used to identify you.

Links to Other Sites

SLCAP web sites contain links to other sites. We are not responsible for the privacy practices or the content of such web sites.

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