

## **Statement of Privacy**

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The YWCA of Houston holds personal privacy in the highest regard. We will not sell, share or otherwise knowingly distribute your name, address, telephone number or other personal information to any third party without your permission, and we will not use it for commercial purposes. We may, however, acknowledge you as a contributor in our newsletter or program material.

The information collected from you may be entered into our database to send you invitations, information or other communications that may interest you. We do not share our database. You may contact the YWCA development department to review personal information collected and request corrections. If you do not wish your personal information to be shared outside the organization, you may make that request at any time.

When making a donation by credit or debit card, the YWCA collects standard credit card information (credit card number, card type, expiration date) and keeps a record of the information until the transaction is completed. Generally, only the accounting department has access to that information for purposes of problem resolution.

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.

Revised 3/8/10 Fratzke