

Effective **October 14, 2008**

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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 Big Sandy Area Child Advocacy Center, Inc. website. There are links to e-mail Center staff on some pages. Your return e-mail address will be received if e-mail is submitted to Center staff.

**The Way We Use Information:**

We use the information you provide about yourself only to provide you with general information that may be requested via e-mail. We do not share this information with outside parties except to the extent required by law should there be a need to report child abuse or neglect to the authorities. Please note that while the Big Sandy Area Child Advocacy Center, Inc. provides services to alleged victims of child abuse or neglect, the Big Sandy Area Child Advocacy Center, Inc. has no authority to investigate child abuse or neglect. As such, any suspicion of child abuse or neglect should be reported directly to the proper authorities.

We ask that you do not share this information about someone else. We do not share any information you may provide about someone else with outside parties except to the extent required by law should there be a need to report child abuse or neglect to the authorities.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties, unless such action would be required by a subpoena or court order or unless necessary to report child abuse or neglect to the authorities required by law.

We use non-identifying and aggregate information to better design our website and to communicate with our constituents regarding the amount of use of the website by the public, but we would not disclose anything that could be used to identify those individuals. For example, we may report that a page was viewed by a certain number of 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 do not keep your personal information (reply e-mail address) beyond responding to any inquiries. 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 606-437-7447 or send us an email at [judis.placeforkids@ky.gov](mailto:judis.placeforkids@ky.gov).