



PRIVACY POLICY

The Arc Muskegon values your privacy. We are committed to protecting your privacy at all times, in all situations. The information we collect about you when you become a member, donor, request services, a constituent, is used to process your membership, order, donation or request for information and referral and to provide you member benefits.

HOW DO WE USE THE INFORMATION WE COLLECT?

- 1) When you become a member of The Arc Muskegon we ask you to fill out a form that requests (or we otherwise seek to collect), your name, address and e-mail address, and telephone, as well as some demographic information such as gender, age, and information about your family.
- 2) Your name and address information is used to process your membership, donation, order or request for information and referral. By policy of The Arc Muskegon, this information will never be sold or rented to others; however, we may share your email address, phone number or address with certain non-profit organizations with similar missions for the mutual benefit of those organizations, The Arc and their members.
- 3) Your demographic information may be used for several purposes.

FILE SECURITY

All employees of The Arc Muskegon take your personal information very seriously. All employees must learn and obey our security policies. Access to members'/donor's personal information is limited to key management personnel only. The information is ID and password protected. Our Web security is reviewed regularly.

LINKS TO OTHER SITES

The Arc Muskegon's website www.thearcmuskegon.org contains links to other web sites. Please note that when you click on one of these links, you may be leaving The Arc Muskegon website. These sites may independently collect or request information about you and we encourage you to read the privacy statements of these linked sites as their privacy policy may differ from ours. All information provided by The Arc Muskegon is for informational and educational purposes only.

COMMUNICATION

From time to time we may send out email messages soliciting your support, prompting a call to action, or alerting you of what's new at The Arc Muskegon. In addition, you may receive communications from us if you have contacted us for a particular reason, and/or to receive the information or service you have requested.

YOUR CONSENT

By becoming a member, donor or constituent of The Arc Muskegon and/or by using our web site, you consent to the collection and use of the information you provide to us described above. If you prefer not to receive electronic information from The Arc Muskegon please call (231) 777-2006 or email mrosema@arcmuskegon.org. Our mailing address is 1145 E. Wesley Ave., Muskegon, MI 49442