



## CATHOLIC COMMUNITY SERVICES OF WESTERN WASHINGTON

### **Website Terms of Use and Privacy Policy**

It is Catholic Community Services of Western Washington's ("CCSWW") policy to respect and protect the privacy of our website visitors ("visitors"). This Terms of Use and Privacy Policy explains why particular information is collected and how personal privacy is protected within our website, [www.ccsww.org](http://www.ccsww.org).

All visitors are encouraged to read this Terms of Use and Privacy Policy. CCSWW reserves the right at any time and without notice to change this policy simply by posting such changes on our website. Any such change will be effective immediately upon posting.

CCSWW recognizes the importance of protecting any information collected from visitors to our website. CCSWW uses this collected information for internal purposes only and maintains appropriate security measures to keep this information private and secure. This information will not be disclosed to third parties for commercial purposes as CCSWW is committed to protecting our visitors' privacy. However, CCSWW may disclose personal information if required to do so by law or if it believes such action is necessary to comply with the law or legal process, protect against misuse or unauthorized use of the CCSWW website, or protect the personal safety or property of visitors, the public, or CCSWW and its officers, directors, employees, and volunteers.

Visitors can use the CCSWW website without revealing any personal information. If one chooses to provide personal information while on the website for the purposes of making donations, sending emails or comments to CCSWW, or registering for an event, then it is the intent of CCSWW to let visitors know how their information will be used. If visitors inform CCSWW that they no longer wish to have this information used for further contact, CCSWW will respect those wishes.

Visitors can review or correct the personal information collected by CCSWW or opt out of future contact with CCSWW by: 1) logging into the website and making the desired changes; 2) communicating the desired changes to CCSWW by using the contact information provided at the end of this Terms of Use and Privacy Policy.

#### **What Information We Collect and How We Use That Information:**

Our registration forms require users to give us contact information that may include name, email address, format preference (HTML vs. Text), address, interests, and similar information. We do not request or store sensitive information from our visitors, such as credit card or social security numbers.

#### **Internet Protocol Address:**

An IP address from all visitors to our website is collected. An IP address is a number that is automatically assigned to your computer when you use the Internet. IP addresses are used to help diagnose problems with our server, administer our website, analyze trends, track users' movement, gather broad demographic information for aggregate use to improve the website, and deliver customized, personalized content. IP addresses are not linked to personally identifiable

information.

**Use of "Cookies":**

The CCSWW website may use cookies to enhance your experience while using our website. Use of cookies makes web-surfing easier by performing certain functions such as saving passwords, and personal preferences for the use of a particular website. In addition, cookies help CCSWW analyze website utilizations. A cookie does not retrieve data from a hard drive, pass on computer viruses or capture email addresses. Many consider the use of cookies to be an industry standard.

Browsers are usually set to accept cookies. However, if one prefers not to receive cookies, the browser configuration can be set to refuse cookies. If the browser is set to refuse cookies, it is possible that some areas of the CCSWW website will not function properly when viewing them.

**Security:**

All information provided to CCSWW is transmitted using SSL (Secure Socket Layer) encryption. SSL is a proven coding system that allows a browser to automatically encrypt, or scramble data before it is sent to us. Account information is protected by placing it on a secure portion of the CCSWW website that is only accessible by certain qualified employees of CCSWW. While we strive to protect your information, we cannot ensure or may not prevent all loss, misuse or alteration of information transmitted or stored on the website. CCSWW is not responsible for any damages or liabilities relating to any such security failures.

Although CCSWW takes every precaution possible, understand that data and communications, including email and other electronic communications, may be accessed by unauthorized third parties when communicated over the Internet. Furthermore, our website contains links to other websites. Please note that when you click on one of these links, you are entering other websites for which CCSWW has no responsibility nor can we ensure the privacy practice of these websites. We encourage you to read the privacy statements on all such sites as their policies may be different than ours.

**Special Note About Children:**

CCSWW does not knowingly gather any personally identifiable information from children under the age of 13, in accordance with the Children's Online Privacy Protection Act (COPPA) of 1998.

**Restrictions on Use of Materials:**

This website is owned and operated by CCSWW. No material from this website or any website owned, operated, licensed or controlled by CCSWW, or its programs, may be copied, reproduced, uploaded, posted, transmitted, or distributed in any way without our written permission.

**Tell-A-Friend:**

If a visitor elects to use our referral service for informing a friend about our website, we ask them for the friend's name and email address. CCSWW will use the information solely for a one-time email and will not store it in the system. There will be a record of the recipient only if they choose to come back and register on the site.

**Acceptance of Terms of Use & Privacy Policy:**

CCSWW reserves the right to change this policy without notice. Any changes to this policy will be posted to this page as soon as reasonably possible. Use of CCSWW website constitutes consent and acceptance to any Terms of Use and Privacy Policy then in effect.

**Limitation of Liability**

You agree that you will hold harmless CCSWW and its officers, directors, employees, and volunteers from all claims arising out of or related to your access or use of, or your inability to

access or use this website or the information contained in this website or other websites to which it is linked. This includes, but is not limited to, information or materials viewed or downloaded from this website or another website to which it is linked that appear to you or are construed by you to be obscene, offensive, defamatory, or that infringe upon your intellectual property rights. In no event will CCSWW, its officers, directors, employees, volunteers, or the contributors of information to this website be liable to you or any other third party for any decision made or action taken by you in reliance on such information or for any consequential, special or similar damages, even if advised of the possibility of such damages.

**Contacting the Web Site:**

If you have any questions about Catholic Community Services of Western Washington's Terms of Use and Privacy Policy, please contact us via e-mail at [web@ccsww.org](mailto:web@ccsww.org) or send a letter to:

Catholic Community Services of Western Washington  
100 23<sup>rd</sup> Ave South  
Seattle, WA 98144