



## **DONOR AND CLIENT PRIVACY POLICY**

Employment For Seniors, Inc. (EFS) has provided valuable service and advocacy for mature job seekers for over 40 years in the Central Ohio community. We value the relationships we have built with our clients, volunteers, board, sponsors, partners, stakeholders and our donors. We are committed to continue to build those relationships in a trusting environment and value the privacy of each individual and organization and the security of information. We are committed to the privacy and security of information obtained through our fundraising activities, programs and services rendered. This policy describes the practices of Employment For Seniors, Inc. located at 4500 E. Broad Street, Columbus, OH 43213. We may amend this policy at any time. A copy of this privacy policy is available upon request.

### **DONOR PRIVACY POLICY:**

- ◇ Employment For Seniors collects information from donors including names, addresses, phone numbers, e-mail addresses, and donation history for continued fundraising communications, and for our internal record-keeping and processing of payments.
- ◇ Employment For Seniors does not sell, trade, rent or lend names, addresses, phone numbers, email addresses or any other personal information. Information obtained through fundraising activities is used only for the collection of the donations. EFS will meet all requests as mandated by law.
- ◇ Employment For Seniors does not keep credit card information or other financial information on file and will not utilize the information at any later date.
- ◇ Employment For Seniors will utilize your name and contact information to provide you with information on our future programs, services, events and fundraising activities. If you would like to be removed from our contact list, you can do so at any time. Employment For Seniors will also utilize your name and information to provide public recognition of your support, unless you request to remain anonymous and advise us of your intentions.

### **CLIENT PRIVACY NOTICE:**

- ◇ Employment For Seniors collects information from clients including names, addresses, phone numbers, e-mail addresses, and employment histories in order to provide continued assistance in the job search process. This information is utilized for our internal record-keeping and reports required by granting agencies (utilizing anonymous aggregate data), to carry out administrative functions or to meet legal or other obligations. This information is collected with the express knowledge of our clients and by lawful and fair means.
- ◇ Employment For Seniors does not sell, trade, rent or lend names, addresses, phone numbers, email addresses or any other personal information of our clients. EFS will meet all requests as mandated by law.
- ◇ Employment For Seniors will utilize your name and contact information to provide you with information on our future programs, services, and events. If you would like to be removed from our contact list, you can do so at any time.

### **EMPLOYMENT FOR SENIORS:**

- ◇ Educates staff, volunteers and board members on the importance of protecting the privacy and security of all personal and organizational information and the continued need for confidentiality and protection of such data. Each staff member, volunteer and board member receives a copy of this privacy policy for compliance.
- ◇ Strives to maintain the accuracy of data and information. Should you wish to review your personal information, or request removal from our contact list, please contact the Executive Director, Employment For Seniors, 4500 E. Broad Street, Columbus, OH 43213

### **OUR COMMITMENT TO DATA SECURITY:**

- ◇ Employment For Seniors makes a concerted good-faith effort to ensure the security and integrity of our computer network and systems. To prevent unauthorized access or disclosure of our data, we have put into place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.