

## **Privacy Policy**

Chattanooga Room in the Inn (CRITI) is committed to maintaining your confidence and trust, and accordingly maintains the following privacy policy to protect your personal information.

### **CRITI's Commitment to Security**

Financial donations made to CRITI are recorded by staff. Personal information is accessible only by staff designated to handle donations. All CRITI agents and contractors with access to personal information are also bound to adhere to CRITI's Internal Financial policies as part of their agreement with CRITI.

Online financial contributions are recorded by a third-party, Mal's E-commerce. Mal's only stores the information. CRITI staff accesses the credit card information prior to processing. Once it is successfully processed, CRITI destroys the credit card information. Both CRITI and Mal's comply with the **Payment Card Industry** Data Security Standard (**PCI DSS**).

### **Personal Information that CRITI May Collect**

CRITI collects the following types of personal information: names, postal and e-mail addresses, phone and facsimile numbers. CRITI may also collect business information from contributors, some of which might constitute personal information, as well as personal information from individuals acting solely in their business capacity.

### **How CRITI May Use Personal Information**

Personal information of our supporters is recorded and stored in a database. New contributors and volunteers are added to the database. Database information is used for mailing the annual report and appeals. At any time you can add or remove your name from our mailing list by contacting us at [info@chattanoogaroomintheinn.com](mailto:info@chattanoogaroomintheinn.com).

This information is never sold to third-parties.

### **How Your Information May Be Shared**

CRITI's annual report contains the names of all who contributed for the previous calendar year. If you do not want your name listed, please note that it should be recorded as an anonymous contribution.

We will also release personal information under the following circumstances:

- Where release is required by law (for example, a subpoena) or regulation, or is requested by an agency for governmental investigative purposes or governmental proceedings;
- Where our records indicate a company may be engaged in fraudulent activity or other deceptive practices that a governmental agency should be made aware of; or
- To appropriate persons, where your communication suggests possible harm to others.

### **Help Us Keep Your Personal Information Accurate**

If your personal information changes or you would like to review the personal information we may have on file, please email us with the new information to [info@chattanoogaroomintheinn.com](mailto:info@chattanoogaroomintheinn.com).

### **Computer Tracking and Cookies**

Our web site is not set up to track, collect or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to provide better services to the public and may also be provided to others, but again, the statistics contain no personal information and cannot be used to gather such information.

A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. CRITI uses non-identifying cookies to provide easier site navigation and access to forms. You can still use CRITI's site if your browser is set to reject cookies. Our cookies do not generate personal data, do not read personal data from your machine and are never tied to anything that could be used to identify you.

### **Problems**

If you have a complaint about CRITI's compliance with this privacy policy, you may contact us at [info@chattanoogaroomintheinn.com](mailto:info@chattanoogaroomintheinn.com).