

## **Privacy Policy**

### **Our Commitment to Privacy**

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices. Please note that this policy is subject to change.

### **The Information We Collect**

This notice applies to all information collected or submitted on the Association for the Developmentally Disabled (ADD) Web site. On the Employment Opportunities page, the following are the types of personal information collected for the sole purpose of collecting information relevant to open positions within our organization:

- Name
- Address
- E-mail address
- Phone number
- Email address
- Resumes

This website will not collect personally identifiable information (such as name, address, telephone number, etc.) unless you provide such information voluntarily. When you use the public areas of our Web site, you are doing so anonymously.

### **The Way We Use Information**

- We do collect aggregate use information, such as the number of hits per page, for internal and marketing use only; we do not provide your personally identifying information to the public.
- We use the information you provide about yourself when conducting a transaction to complete that transaction only. We do not share this information with outside parties except to the extent necessary to complete your request.
- We use return e-mail addresses to answer the e-mail we receive. Such addresses are not used for any other purpose and are not shared with outside parties.
- 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.

### **Web Cookies**

Visitors who submit information via this website should be aware that data linking your computer to this website (a "cookie") might be created. Temporary cookies may be used when necessary to complete a transaction, to process data submitted to us online, or to facilitate ongoing Internet interaction. Information collected on our website, including cookies, also may be subject to disclosure pursuant to a public records request.

### **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.

### **How to Contact Us**

Should you have other questions or concerns about these privacy policies, please call us at 614-486-4361 or write to ADD, 1392 Dublin Rd, Columbus, Ohio 43215.