



Website Privacy Policy

PRIVACY POLICY

Craven Literacy Council (CLC) respects your privacy regarding any information we may collect about you while operating our website. Craven Literacy Council requires that your personal information be held in strict confidence. We use your information only for its intended business purpose. We do not sell or trade your information to other organizations or individuals.

This website privacy policy applies only to information collected through our website and not to information collected offline.

What Information Do We Collect

Craven Literacy Council collects information about you when you register or fill out a form on our site. When donating or registering on our site, you may be asked to enter your name, email address or other information needed to process that particular transaction. You may, however, visit our site anonymously.

How Will We Use Your Information

We use personal information you provide on our web pages to respond to your message or request. We also add names and contact information provided by you to our databases so that we can send you information about Craven Literacy Council services and donor opportunities that might interest you.

How Will We Protect Your Information

The information about you in our database is password protected and available only to approved Craven Literacy Council personnel.

Craven Literacy Council will not distribute or sell your personal information to any third party.

Information for Donors and Registered Users

We do ask for personal information on our online donation pages so that we can properly process the transaction. This includes sending you an acknowledgement of your donation for tax purposes. It also helps us prevent fraudulent donations. If you give a gift to Craven Literacy Council, your name and address will be placed on our mailing list for occasional mail updates unless you ask us not to send you communications (see below). If you are making a donation in honor of or in memory of someone, we will not use their personal information for any purpose other than sending the acknowledgement card.

Craven Literacy Council will not use a donor's name without written permission. The exception is Craven Literacy Council's annual report. However, you can request anonymous status for your

records to ensure that your information will be withheld from this publication. Contact us as indicated below and ask to have your gift be anonymous.

When you donate to Craven Literacy Council or purchase tickets online, your credit card information is secured through a reputable Internet SSL site. Your credit card number is used only for that particular transaction and is not stored. If you have any questions regarding the security of your credit card information online, please contact us as indicated below.

Choosing Not to Receive Communications from Craven Literacy Council

If you do not wish to receive physical mail from Craven Literacy Council, you may contact us as indicated below and ask to be removed from our mailing list. You also may opt out of email communications at any time by clicking the Email Preference link that is included at the bottom of every email communication from Craven Literacy Council or by emailing us.

Links to Third Party Sites

The Craven Literacy Council website may include links to other websites. These third party websites have separate and independent privacy policies. Craven Literacy Council is not responsible nor liable for the content or privacy practices of these sites.

Changes to our Privacy Policy

Craven Literacy Council reserves the right to make changes to its website privacy policy at any time. Policy changes, when posted, will apply to everyone using our website and will replace any prior policies.

This policy was last modified on 10/20/2016.

How to Contact Us

If there are any questions about this privacy, please contact us at:

www.cravenliteracy.org

Craven Literacy Council
2507-A Neuse Blvd.
New Bern, NC 28562

252-637-8079

info@cravenliteracy.org