



Privacy Practices Policy for Arms Stretched Wide (ASW)

ASW values the privacy of our supporters, donors, staff, volunteers, and clients. This Privacy Practices Policy explains how we collect, use, protect, and disclose personal information in accordance with applicable privacy laws and regulations. We are committed to ensuring your personal information is handled carefully and respectfully.

1. Information We Collect

We may collect personal information from individuals in the following ways:

- **Donors and Supporters:** Name, address, email address, phone number, donation history, and payment information.
- **Volunteers:** Name, contact details, skills, experience, and emergency contact information.
- **Staff:** Personal contact details, employment records, and financial information necessary for payroll and benefits administration.
- **Clients (if applicable):** Name, contact information, and any other relevant details needed to provide services.

We collect this information **only** with your **consent** or when it is required for our **legitimate purposes**.

2. How We Use Your Information

We use your personal information for the following purposes:

- **Donor Engagement:** To process donations, send receipts, and provide updates on our programs and impact.
- **Volunteers:** To match you with opportunities, communicate about volunteering roles, and manage volunteer records.
- **Staff:** To manage employment, payroll, and benefits.
- **Clients:** To provide services or support as needed.

We may also use your information to **improve** our services, comply with legal obligations, and for any other purposes you have **consented** to.

3. How We Protect Your Information

We take appropriate measures to safeguard the personal information we collect, including:

- **Data Security:** We use **secure systems, encryption, and access controls** to protect your information from unauthorized access, disclosure, alteration, or destruction.

- **Retention:** We retain personal information **only as long as necessary** for the purposes outlined in this policy, or as required by law.
- **Disposal:** When information is no longer needed, we **securely dispose** of it by **shredding paper records and deleting electronic files**.

4. Sharing Your Information

We **do not** sell, rent, or trade personal information. However, we may share personal data in the following situations:

- **Service Providers:** We may share information with third-party **service providers** who assist with processing donations, managing volunteer databases, or providing other necessary services. These providers are **required** to protect your information in the same way we do.
- **Legal Requirements:** We may disclose personal information **when required by law**, such as in response to a **subpoena or court order**.
- **Consent:** We may share your information **with your written consent** or at your written direction.

5. Your Rights and Choices

As an individual whose personal information we collect, you have the right to:

- **Access:** Request a **copy** of the personal information we have about you.
- **Correct:** Ask us to **update or correct** any inaccurate or incomplete information.
- **Delete:** Request that we **delete** your personal information (subject to certain limitations, such as legal requirements).
- **Opt-Out:** You can opt out of receiving **marketing or fundraising communications** by contacting us at connect2asw@gmail.com.

To exercise these rights, please **contact us** using the information below.

6. Updates to This Policy

We may update this **Privacy Practices Policy** periodically to reflect changes in our **practices, technology, or legal requirements**. Any changes will be **posted on our website**, and the **effective date** will be updated. Please review this policy **regularly**.

7. Contact Us

If you have any questions about this **Privacy Practices Policy**, please contact us at:

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 806-437-1281
connect2asw@gmail.com
www.armsstretchedwide.com