

Effective **January 1, 2005**

Privacy Notice Table of Contents:

- **Our Commitment To Privacy**
- **The Information We Collect**
- **How We Use Information**
- **How To Contact Us**

Our Commitment To Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

The Information We Collect:

This notice applies to all information collected or submitted on the Civic Garden Center website. On some pages, you can make on-line donations via a secure server, etapestry. The types of personal information collected at these pages are:

- Name
- Spouse/Partner
- Organization/Company
- Address
- Email address
- Phone number
- Credit/Debit Card Information

If you make an honorary or memorial donation online and want a confirmation sent directly to the recipient, you will need to submit the recipient's address. In this circumstance, the types of personal information collected are:

- Name
- Address

The Way We Use Information:

We use the information you provide about yourself only for our database. We do not share our database with outside parties.

We use the information you provide about someone else when making an honorary or memorial donation only to send the acknowledgement card. We do not share this information with outside parties.

We use email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties. In the future we hope to have an e-newsletter and will use the addresses at that time to send the newsletter. If you do not wish to receive the e-newsletter, we will send the newsletter in the U.S. mail.

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.

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.

Our Commitment To Children's Privacy:

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

How To Contact Us

Should you have other questions or concerns about these privacy policies, please call us at 513.221.0981 or send us an email to Vickie Ciotti, vcioffi@civicgardencenter.org.