

# Bridges to Learning, Inc Privacy Policy Attachment VIII

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Bridges to Learning, Inc. is committed to respecting the privacy of supporters and online visitors and we are aware that as a user of this website you care about the security and privacy of your information.

Please read the following statement to understand how any personal information received by Bridges to Learning will be treated.

1. In general, you can visit the Bridges to Learning website without telling us who you are or revealing anything about yourself. Our service provider automatically recognizes and records each visitor's domain name server address, date and time of visit to the Bridges to Learning website and pages viewed. Our service provider only discloses aggregate information to us about the number and types of visitors and does not collect personally identifiable information (such as email address, name and address). This is anonymous statistical data and no attempt will be made by Bridges to Learning to identify users on their web browsing activities. We use this data to only evaluate our website performance and improve the content of the website and to enable us to respond to your requests.

2. There are times, however, such as when you choose to donate money, sponsor a child or contact us using the forms on the Bridges to Learning website that we will ask you to provide specific information, such as name and address details, in order for us to process your donation, sponsorship or enquiry properly (refer to points 4 and 5 for further information). The Bridges to Learning does not collect sensitive information, such as political or religious beliefs, about supporters or online visitors. Our Contact Management System (Neon) provides the secure links to record your information and establish an account for you with Bridges to Learning.

3. If you choose to provide personally identifiable data whether by mail, electronically or by telephone, this is data provided to Bridges to Learning alone and may be entered into our CMS. We may also use the information to send you communications about Bridges to Learning that we feel might be of interest to you, such as information advising you of upcoming events, services, products, volunteer or support opportunities. If you do not wish to be contacted by The Bridges to Learning, please do let us know and we will remove your name from our circulation files or you may access your account and elect to "opt out". You can contact us by using the information or form on the "Contact Us" page on the website: [www.bridges2learning.org](http://www.bridges2learning.org).

4. By using our site, you consent to our privacy policy.

5. Bridges to Learning aims to ensure that the information we hold about you is accurate, complete and up-to-date. However, the accuracy of this information is largely dependent on the information you provide. Once you have been entered into the Bridges to Learning CMS you have an account which you can access and provide updates to your personal information as needed, you can also elect to "opt out" of email correspondence.

6. Bridges to Learning is committed to taking reasonable steps to protect the personally identifiable information that is provided to us. We do not sell to or swap any data with any external company or organization. Bridges to Learning, however, may release information about you where we are required by law to disclose the information. Unfortunately, no data transmission over the internet can be guaranteed to be 100 per cent secure. As a result, while we strive to protect personal information, Bridges to Learning cannot ensure or warrant the security of any information that you transmit to us, and you do so at your own risk. Once we receive your transmission, we employ our best efforts to ensure its security on our systems which cannot be accessed by outside agencies or non-Bridges to Learning staff.

7. The user provided details are collected by secure webpages, forwarded to the electronic payment gateway for processing of payments and forwarded to Bridges to Learning for internal use. No payment or personal information provided by the user in the course of sponsoring, donating, volunteering is kept by any marketing software or systems after the transaction has been completed.

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8. This website does not use cookies apart from temporary "session" cookies which enable a user's web browser to remember which page on this website it has already visited. Users can use this website with no loss of functionality if cookies are disabled from the web browser. Technical details in connection with visits to this website are logged by our internet service provider for statistical purposes. No information is collected that could be used by us to identify website visitors. The technical details logged are confined to the following items:

- a. The IP address of the users webserver
- b. The top-level domain name used (for example .ie, .com, .net, .biz)
- c. The previous website address from which the user reached us, including any search criteria used.
- d. Click screen data which shows the traffic of users around this website (for example pages accessed and documents downloaded).
- e. The type of web browser used by the website user.

9. Bridges to Learning will make no attempt to identify individual visitors, or to associate any technical details listed above with any individual.

10. Employees of Bridges to Learning who have access to information you give us in the course of providing services to us are required to keep that information confidential and are not permitted to use it for any purpose other than to carry out the services which they are performing on our behalf.

11. Every credit card donation or sponsorship contribution made to The Bridges to Learning through our website is secured using SSL technology within the user's internet browser, as provided by the 3rd party payment gateway vendor – NeonPay. For more information, please refer to: <https://neonone.com/products/neon-pay/>