

## Privacy Policy

Hithergreen Senior Center collects the following information about its members:

- Name
- Address
- Phone Number
- Email Address
- Birthdate
- Marital Status
- Residency
- Spouse Name/Birthdate
- Emergency Contact Information
- Hobbies/Interests
- Major Health Problems
- Volunteer Interest

The information is used to mail the newsletter and other information to members, link members to activities and volunteer opportunities of interest to them, respond to member health issues if they occur while the member is at the center and notify family if a medical emergency arises for the member while at the center. Information about Hithergreen Senior Center members is not distributed or sold to any organization.

Hithergreen Senior Center collects the following information about its donors:

- Name
- Address
- Phone Number

The information is used to recognize donor contributions and to send appreciation letters. Information about Hithergreen Senior Center donors is not distributed or sold to any organization. Hithergreen Senior Center will publish the names of donors and the gifts received as a way of publicly thanking its donors unless notified in writing that the donation is to remain anonymous.

Personal information of members and donors is kept in a computer file accessed by password. Hard copies are kept in locked file cabinets accessible only by staff and volunteers with a legitimate business purpose to obtain information.

This privacy policy will be posted on the organization's website: [www.hithergreen.org](http://www.hithergreen.org).

Members and donors who would like to review their personal information, request corrections, or state that they do not wish their donations to be publicized should contact, in writing : Executive Director, Hithergreen Senior Center, 5900 Hithergreen Dr, Dayton, OH, 45429, 937-435-2415.