

Literacy Advance Privacy Policy

Literacy Advance of Houston is strongly committed to protecting the privacy of those who use our website, www.literacyadvance.org.

The site compiles conventional log files to monitor and assess activity including traffic and visits on, and related to, the site. This activity does not specifically identify any individual user without prior notice to the user through use of the site.

We do not use or disclose information about your individual visits to the site. Neither do we provide the information you give us on this site to outside companies, without your approval. The information we collect is used to improve and enhance the content and services of the Literacy Advance of Houston website.

Literacy Advance of Houston subscribes to the **Donor Bill of Rights**.
Effective May 1, 2011

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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 on every page where personally identifiable information may be requested.

The Information We Collect:

This notice applies to all information collected or submitted on the Literacy Advance of Houston website. On some pages, you can make donations and register to receive information. The types of personal information collected at these pages can include:

Name
Address
Email address
Phone number
Credit/Debit Card Information
(etc.)



On some pages, you can submit information about other people. For example, if you make a donation in honor or memoriam online and want to notify the recipient, you will need to submit the recipient's address. In this circumstance, the types of personal information collected are:

Name
Address
Phone Number
(etc.)

How We Use Information:

We use the information you provide about yourself when making a donation only to complete that transaction. We do not share this information with outside parties except to the extent necessary to complete that transaction.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

You can register on our website if you would like to receive our newsletter as well as information about our programs, services and events. Information you submit on our website will not be used for this purpose unless you fill out the registration form.

You can use our website to request information about volunteering at Literacy Advance. Information you submit on our website will only be used to send you the requested information and will not be used for any other purpose.

We use non-identifying and aggregate information to better design our website. 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 Help Us Keep Your Personal Information Accurate or Be Removed From Any Mailing Lists

If your personal information changes; you would like to review the personal information we may have on file; or would like to be removed from any mailing lists, please e-mail us with your request at info@literacyadvance.org . Please also let us know what led to your submission of personal information so we may efficiently locate your information.



How To Contact Us

Should you have other questions or concerns about these privacy policies, please call us at 713-266-8777 or send us an email at info@literacyadvance.org.

Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

