

**Privacy Policy
of the
Spina Bifida Association of New York State**

Adopted/Amended – September 12, 2020

Policy

We will endeavor to protect personal information of consumers, donors, volunteers, community members, employees, interns, and directors.

Purpose

The Chapter's role in supporting the Spina Bifida community depends in part on maintaining the trust of donors, volunteers, and the community at large. Protecting the information that we gather is a part of maintaining that trust.

Implementation

- All personal information of donors, volunteers, employees, interns, directors, and others will be held in strict confidence
- We will use such personal information only for valid business purposes
- Personal information will only be available to the Chapter personnel (employees, interns, volunteers, and/or directors) with a business need to use it
- Only necessary levels of detail will be utilized
- We will not sell or trade any personal information to other organizations or individuals
- We will take all practical measures to ensure that personal information is not compromised
- We will keep personal information as accurate, complete, and up to date as is required to fulfill the purpose(s) for which it was provided to us
- Upon request in writing we will remove all personal information from our files and databases, except where legislation or regulation requires our retention of it (such as IRS history)
- We file any and all consumer, and employee information using google analytics and Microsoft