

WINDRIDGE THERAPEUTIC EQUESTRIAN CENTER OF EAST TEXAS, INC.

2013

INTERNET PRIVACY POLICY

Windridge's Commitment to Privacy

Windridge Therapeutic Equestrian Center of East Texas, Inc. further known as Windridge is committed to maintain your confidence and trust, and respects the privacy of every visitor to our website or Facebook page. Your privacy is a priority, and we will maintain the following privacy policy to protect your personal information. This Internet Site Privacy Policy explains our online information practices. This Policy may be changed or updated from time to time. By visiting Windridge at www.windridgetexas.org, you accept the practices of this policy.

Data Collection

Through Windridge's website, we offer convenient online access to our information and products and communicate with you about important opportunities and events. We will not collect personal information about you when you visit our website unless you provide the information to us voluntarily and knowingly.

Making a Financial Contribution

Windridge uses PayPal. PayPal protects your financial information with industry-leading security and fraud prevention systems. When you use PayPal, your financial information is **not** shared with the merchant. Once your payment is complete, you will be emailed a receipt for this transaction.

How We Use Your Information

Windridge will not sell, trade, or share personal information about our financial donors with anyone else, nor will we send mailings to our financial donors on behalf of other organizations, unless a donor has given us specific permission to do so.

Windridge will use your information to provide you with personalized service to respond by email, phone or surface mail. Windridge will discontinue or change the method to contact any person upon that person's oral or written request. Requests must be directed to the Executive Director, Director of Administration or Program Assistant.

If you provide Windridge with personal comments of Windridge's services, we may quote you on our website, Facebook, in written materials or during our presentations.

We will however, release personal information under the following circumstances:

- Where release is required by law (for example, a subpoena) or regulation, or is requested by an agency for governmental investigative purposes or governmental proceedings;

POLICIES AND PROCEDURES

**Windridge Therapeutic Equestrian Center of East Texas, Inc.
P.O. Box 5932 ~ Longview, TX 75608 ~ phone: 903.797.2414
email: windridgetx@aol.com ~ website: www.windridgetexas.org**

- Where our records indicate an individual or company or other entity may be engaged in fraudulent activity or other deceptive practices that a governmental agency should be made aware of;
- To appropriate persons, where your communication suggests possible harm to others.

Computer Tracking and Cookies

Windridge's website is not set up to track, collect or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to contain no personal information and cannot be used to gather such information.

A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. Windridge uses non-identifying cookies to provide easier site navigation and access to forms. You can still use Windridge's site if your browser is set to reject cookies. Our cookies do not generate personal data, do not read personal data from your computer and are never tied to anything that could be used to identify you.

Problems

If you have a complaint about Windridge's compliance with this privacy policy, you may contact us at windridgetx@aol.com.

Questions

If you have questions about this Privacy Policy, you may send us an email to windridgetx@aol.com, attention: Director of Administration or write to Director of Administration

Windridge
P.O. Box 5932
Longview, Texas 75608

Donor Bill of Rights

Windridge subscribes to the Donor Bill of Rights, which was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

The 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 identify 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 in nature.
7. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
8. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
9. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Revised April 2013