# The Legal Aid Society of Cleveland Privacy Notice

This privacy notice discloses the privacy practices for www.lasclev.org. This privacy notice applies solely to information collected by this web site.

## Information Collection, Use, and Sharing

The Legal Aid Society of Cleveland is the sole owners of the information collected on this site. Legal Aid only has access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request.

Unless you ask us not to, we may contact you via US Mail or email in the future.

### Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us at 216-861-5217.

- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

#### Security

We take precautions to protect your information. When you submit contact information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, donations) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

#### Changes to this Policy

We may make changes to this privacy notice from time to time. You may check back on this page at any time to see our current policy.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 216-861-5217.