

Privacy Notice

Effective Date: July 1, 2005

We at Big Brothers Big Sisters of Greater Kansas City respect your concerns about privacy and value the trust you have placed in us. This Privacy Notice describes the types of personal information we collect, how we may use that information, and with whom we may share it. Our Privacy Notice also describes the measures we take to protect the security of the information. In addition, we describe the choices you can make about how we use the information you provide to us. We tell you how you can update your contact information, remove your name from our mailing list, or answer any questions you may have about our privacy practices.

What types of information does BBBS collect and use about me and how does BBBS use the information?

We collect and use information about you to communicate with you about our products, services, promotions, programs and events. We also collect information to improve your website experience, enroll Big Brothers and Big Sisters and children and youth; enable you to make donations to BBBS and enable you to stay informed, and provide a better experience to our BBBS volunteers and supporters. Here are the ways we obtain information about you and the types of information we obtain. We also tell you how we use the information.

Add you to our mailing list When you ask us to add you to our mailing list, you provide us with your email address and/or postal address so we can fulfill your request. You will then receive information from us regarding upcoming BBBS events and updates on what the agency is doing.

Donations. You will give us contact information and credit card or checking information so we can process your donation. We use this information only for that purpose.

Website. We collect information on our website using transient cookies, sometimes called session cookies. A transient cookie is a small file that contains information about a user. The transient cookie disappears when the user's browser is closed. Unlike a persistent cookie, a transient cookie is not stored on the user's hard drive; it is stored only in temporary memory that is erased when the web browser is closed. We use transient cookies to determine, for example, how you use our website so we can improve the design of our site. Transient cookies are not linked to any personally identifiable information about you.

Enrollment. When you enroll online to become a Big, you provide us detailed information on yourself. You will then be able to complete an online application and interview to begin the matching process. All information we collect from you is held in strict confidence. This information will only be

accessible by BBBS staff and when submitted the data will be encrypted and sent to a secure server. If your application is rejected Big Brothers Big Sisters has complete discretion and may accept or decline your application without providing you any reasons for the decision. If you are a Little, trying to enroll in our program, we ask you to have your parent or guardian enroll you, or you may call us directly.

Does BBBS share the information it obtains about me with third parties?

BBBS does not share personal information about you with any third parties for their own marketing purposes. We do share this information with service providers we have retained to perform services on our behalf, but these service providers are not authorized by us to use or disclose the information except as necessary to perform services on our behalf or to comply with legal requirements. We also may disclose information about you to other members of the BBBS family (such as our local agencies, which may have their own privacy policies) and as required by law.

How does BBBS protect personal information?

The security of personal information is a high priority for us. We maintain online safeguards to protect against unauthorized disclosure, use, alteration and destruction of the personal information in our possession. To protect the security of your credit card information, we use the industry standard for Internet security -- Secure Socket Layer (SSL) technology. This Internet encryption standard scrambles data as it travels from your computer to our server. You'll know that you're in a secure area of our website when the "http" portion of the BBBS website address in your browser changes to "https." The "s" stands for "secure."

How does BBBS update its Privacy Notice?

BBBS's products, services, promotions and programs will change over time. This Privacy Notice will be updated periodically to reflect those changes and corresponding changes in our information practices. Whenever we revise this Privacy Notice, we will change the date on the notice to indicate when the revisions were made. We reserve the right to change our information practices and the terms of this Privacy Notice, and to apply the changed practices to all information we have about you.

Does the BBBS website contain links to other websites?

The BBBS website may contain links to other websites that operate independently of BBBS and are not under our control. We provide links to those sites solely for your convenience and information. Those sites have their own privacy notices, which we suggest you review if you visit any linked

sites. BBBS is not responsible for information that is provided by those sites or for any other use of the sites.

Will I receive email from BBBS?

We will send you email only if you have provided us with your email address and have asked us to communicate with you this way.

What if I prefer not to receive communications from BBBS?

If you prefer not to receive information from us, please update your preference by e-mailing info@bbbskc.org and putting UNSUBSCRIBE in the subject line.