



ANDERSON HUMANE

# PRIVACY POLICY

## **Collection, Maintenance, and Use of Information**

Anderson Humane collects non-public personal information from our constituents in person and via our website, and only when individuals voluntarily provide it, as a part of our daily business. We will only request information that we believe is reasonably useful in administering and improving our business and to better provide products, services, and other opportunities to our community. Anderson Humane will correct known inaccurate information in a timely manner.

## **Employee Access to Information and Enforcement**

All Anderson Humane employees are educated on the importance of confidentiality and privacy while representing the organization. Staff members are only allowed access to personal, nonpublic information on a need-to-know basis. Those who need such access to perform their job tasks are required to adhere to the Privacy Policy while conducting Anderson Humane business.

Any employee(s) that violates the Privacy Policy will be subject to disciplinary measures, up to and including termination of employment.

## **Safeguarding Information**

The organization takes our responsibility to safeguard personal data shared with us online very seriously. We utilize multiple security measures for extra protection and regularly monitor our IT systems to assure that all private information we retain remains private. Anderson Humane's Privacy Policy includes website privacy and control over your personal information.

## **Disclosure of Personal Information**

Anderson Humane will not disclose any nonpublic personal information except as permitted by law (in order to comply with federal or state laws/regulations, and government or court orders). The organization will not trade, share, or sell personal information, nor send mailings on behalf of other unaffiliated organizations unless the individual has given Anderson Humane specific permission to do so.

## **Text Messaging (SMS) Communications**

Stay Connected with Anderson Humane! By providing your number, you consent to its use for communication and agree to our Privacy Policy. Reply STOP to opt-out. Standard rates may apply.

Inquiries and/or comments regarding Anderson Humane's Privacy Policy should be addressed to:

Anderson Humane  
1000 S. La Fox St.  
South Elgin, IL 60177  
Attn: IT