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**HIPAA Privacy Policy A-310 - Website Privacy Statement**

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**EFFECTIVE:** 03/26/2024

**SUPERSEDES:** HIPAA Privacy Policies and Procedures January 2011

**POLICY:** Website Terms of Use and Privacy Statement Management

Glade Run Lutheran Services will develop and maintain a Website Use and Privacy Statement to ensure that website visitors understand what personal data is collected and how that information will be used. The Website Terms of Use and Privacy Policy will include:

- The types of information that is collected (automatic and voluntarily provided)
- Explanation of how the information collected will be used
- How the information may be shared with third payors
- Individuals Control of their personal information, including opt out options
- Security of the information
- Contact information

This Privacy Policy will be made easily accessible on all Glade Run Lutheran Services websites. If changes are made to any of the above, the Privacy Policy will be reviewed and updated to ensure that it reflects current practices.

**PROCEDURE:**

The Privacy Statement will be developed by the HIPAA Privacy and Security Officer and Vice President of Development and External Affairs. It will be reviewed and approved by the Executive Management Team. Once approved it will be made easily accessible on all Glade Run Lutheran Services websites.

**Current Website Terms of Use and Privacy Policy**

1. This website is the property of Glade Run Lutheran Services. This Website Terms of Use and Privacy Policy applies to Glade Run Lutheran Services and governs data collection and usage via our website, [www.gladerun.org](http://www.gladerun.org). By using the Glade Run's Lutheran Services website, you consent to the data practices described in this statement.

**Collection of your Personal Information**

1. Glade Run will ask when we need and collect personal information from visitors or users of this website that personally identifies you (personal information) or allows us to contact you to provide services or carry out a transaction that you have requested such as receiving information about our services. Users who voluntarily provide personal information can expect their privacy to be respected, and that the information will be used only to fulfill user requests, including service inquiries, donations, and requests for information. No personally identifiable information is shared with, sold, or distributed to third parties. Personally identifiable information includes information that would allow someone to identify or contact you, and includes names, addresses, phone numbers, email addresses, payment information, date of birth, gender, or age. When purchasing services, we will use your information for communication with you in relation to services and/or products you have registered from us
2. Non-personally identifiable information may be collected by Glade Run for the purposes of managing this website. This information may include: IP addresses, browser type, search engines utilized, platform type, landing and exit pages, cookie information, and date and time of site visits. None of this statistical, non-personally identifiable information is used to identify visitors to our website or is shared with, distributed, or sold to third parties. You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

### **Use of your Personal Information**

1. The personal information collected on this Site will be used to operate the Site and to provide the service(s) or carry out the transaction(s) you have requested or authorized. We may hire other companies to provide limited services on our behalf, such as website hosting and payment processing. We will only provide those companies the personal information they need to deliver the service. They are required to maintain the confidentiality of the information and are prohibited from using that information for any other purpose.
2. Glade Run Lutheran Services may disclose your personal information, without notice, if required to do so by law or in good faith belief that such action is necessary to conform to the edicts of the law or comply with legal process served on Glade Run Lutheran Services or the site, protect and defend the rights of property of Glade Run Lutheran Services and/or act under exigent circumstances to protect the personal safety of users of Glade Run Lutheran Services or the public

### **Security of your Personal Information**

1. Glade Run Lutheran Services secures your personal information from unauthorized access, use, or disclosure. We strive to take appropriate measures to protect against unauthorized access to or alteration of your personal information. Because no transmission of data over the internet is guaranteed to be 100 percent secure, we cannot provide any expressed or implied guarantees of security or confidentiality of personally identifiable information. However, Glade Run makes all reasonable efforts to protect user information. All transactions occur on secure pages utilizing standard secure web transaction SSL technology. Glade Run utilizes a third-party payment processor for donations and payments, and we do not store any credit card information.
2. If you have agreed to share specific information with us, such as your email or contact information, you may contact us and ask us to remove that information from our records.

### **Contact Information**

Glade Run Lutheran Services welcomes your questions or comments regarding this Website Terms of Use and Privacy Policy. If you believe that Glade Run Lutheran Services has not adhered to this Statement, please contact the Privacy Officer at 724.452.4453 Ext 1659.