

# **Website Privacy Policy**

Legacy Community Health Services has created this Privacy Policy to explain why we collect particular information and how we will protect your personal privacy within our website. The following discloses our information gathering and dissemination practices for the website located at the URL www.legacycommunityhealth.org.

In order to fully understand your rights we encourage you to read this Privacy Policy. Legacy Community Health Services reserves the right at any time and without notice to change this Privacy Policy simply by posting such changes on our site. Any such change will be effective immediately upon posting.

Because we want to demonstrate our commitment to your privacy, this Privacy Policy notifies you of:

What personally identifiable information of yours is collected through the site Who collects such information

How such information is used

With whom your information may be shared

What choices you have regarding collection, use and distribution of your information

What kind of security procedures are in place to protect the loss, misuse or alteration of information under our control

How you can correct any inaccuracies in your information

#### Information We Collect & How We Use It

We collect information on which sections of our website visitors access or visit. We also collect information volunteered by visitors, such as information collected in surveys or questionnaires. Any personal information we collect is kept strictly confidential and is used for internal review only. After a period of time (depending on the purpose of the information), this information is destroyed according to state law for destruction of confidential records. We do not request or store sensitive information from our visitors, such as social security numbers.

We may also monitor and track information such as member usage patterns of our website. We compile this information into a statistical aggregate which we use, together with your personal information, for internal business and administrative purposes including improving our website, our operations, and our client service.

When we do collect personally identifiable information, it is always voluntarily submitted by you (for example, when you sign up for a mailing list or send us feedback via <a href="mailto:info@legacycommunityhealth.org">info@legacycommunityhealth.org</a>). Mailing list information collected by us is used to

send our users e-mail reminders and other information we think will be of interest. If, for any reason, you would like to be removed from our e-mail list, you can unsubscribe by simply stating your desire to unsubscribe in a reply to any e-mail we send you or by sending us an e-mail at <a href="mailto:info@legacycommunityhealth.org">info@legacycommunityhealth.org</a> asking to unsubscribe from the mailing list.

#### IP Address

We collect an IP address from all visitors who access the Legacy Community Health Services website. An IP address is a number that is automatically assigned to your computer when you use the Internet. We use IP addresses to help diagnose problems with our server, administer our website, analyze trends, track users' movement, gather broad demographic information for aggregate use in order for us to improve the site, and deliver customized, personalized content. IP addresses are not linked to personally identifiable information.

#### Cookies

Cookies may be used to enhance your experience while using legacycommunityhealth.org. Cookies are pieces of information that some websites transfer to the computer that is browsing that website and are used for record-keeping purposes at many websites. Use of cookies makes web-surfing easier by performing certain functions such as saving your passwords, your personal preferences regarding your use of the site and making sure you don't see the same ad repeatedly. Many consider the use of cookies to be an industry standard.

Your browser is probably set to accept cookies. However, if you would prefer not to receive cookies, you can alter the configuration of your browser to refuse cookies. If you choose to have your browser refuse cookies, it is possible that some areas of our website will not function properly when you view them.

# Security

All information provided to Legacy Community Health Services is transmitted using SSL (Secure Socket Layer) encryption. SSL is a proven coding system that lets your browser automatically encrypt, or scramble, data before you send it to us. We also protect account information by placing it on a secure portion of our website that is only accessible by certain qualified employees of Legacy. Unfortunately no data transmission over the Internet is 100 percent secure. While we strive to protect your information, we cannot ensure or warrant the security of such information.

### **Links to Other Sites**

This website provides links to several other third-party websites. Please note that when you click on one of these links, you are entering another website for which Legacy has no responsibility. While we make efforts to choose our links carefully, we cannot take any responsibility for the content of linked websites, or for the privacy policies of websites we link to. Since we do not control these websites, we encourage you to review the privacy policies posted on these third party websites prior to any use.

# **Protecting your Privacy**

As part of our commitment to ensuring the privacy of our users, we do not sell or exchange names or any other personally identifiable information about our online

network members with, for example, mass marketers. We keep confidential any personal information entered during sign-up for mailing lists, although we may share aggregate information about website usage and traffic patterns, stripped of any personally identifiable information, to third parties to comply with various reporting obligations and for business or marketing purposes. We may also share limited personally identifiable information with third parties on a confidential basis to enable a third party to perform certain tasks, such as maintain an e-mail list or send e-mail alerts and/or newsletters, on our behalf.

# **Contacting the Website**

<u>www.legacycommunityhealth.org</u> is produced and maintained by the Legacy Community Health Services' Marketing and Communications Department. If you have any questions about this Privacy Policy, the practices of this website, or your dealings with this site, please contact us through:

#### Mail

Legacy Community Health Services P.O. Box 66308 Houston, TX 77266-6308

Email info@legacycommunityhealth.org

or

Phone 832-548-5000

Last Updated: February 1, 2013