

Strong Community. Strong Economy. Vibrant City.

#### **Privacy Policy and Disclaimer**

The Lancaster City Alliance values and respects your privacy. It is our policy to protect the information you provide. The privacy policy outlined below describes what information the Lancaster City Alliance collects, why we collect it and how it is treated.

### What information does the Lancaster City Alliance collect?

When you make a donation or purchase Downtown Dollars the following information will be requested:

- Your name
- Your address
- Your email address
- Your phone number
- Your credit card information, such as card number, type and expiration date

When you sign up for Downtown Difference, Music Friday, and/or Neighborhood Notes your name and email address will be collected.

## What does Lancaster City Alliance do with your information?

Internally, any financial information you provide will only be used for billing purposes related to the donation or purchase that you have made. The Lancaster City Alliance does not keep any credit card information on file manually or electronically.

The Lancaster City Alliance will include your name and donation amount in our annual report. If you wish to remain anonymous you must notify us in writing via email at <a href="mailto:info@teamlanc.org">info@teamlanc.org</a>.

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All donors are also included on our own internal mailing list for newsletters, annual reports, donation requests, and various communications of a similar manner. We do not sell or publish our mailing lists and you have the option to be removed from the mailing list by notifying us in writing via email at info@teamlanc.org.

Anyone who provides their name, email address, and/or mailing address to receive newsletters will be added to our internal mailing lists. Again, these lists will not be sold or published and you have the option to be removed from the mailing list at anytime by notifying us in writing via email at <a href="mailto:info@teamlanc.org">info@teamlanc.org</a>.

#### Does the Lancaster City Alliance use cookies?

A cookie is a tiny file of data that remains on your hard drive. The Lancaster City Alliance does not use cookies on our Web site or in our e-mails to collect any personal information. We may, however, use cookies in our surveys in order to ensure that our sample is valid and that the same person does not submit multiple responses.

We may collect your IP address, which is a unique number assigned to your machine by your Internet Service Provider each time you connect to the Internet. We will use this information (e.g., user traffic patterns, page views on the Web site, click-through rates, search terms that users enter into our search utility) to monitor the flow of traffic and make improvements to the site's content.

## What about site security?

The Lancaster City Alliance is committed to ensuring the security of your information. The Lancaster City Alliance takes reasonable precautions, including the use of Secure Socket Layer (SSL) and is certified as "Credit Card Safe" by Security Metrics.

Our site does link to third party sites, and Lancaster City Alliance claims no responsibility for the privacy and data usage on any third party site.

#### **Notification of Changes**

If we decide to change our privacy policy, we will post those changes on this page so that users are always aware of how we use your information and under what circumstances, if any, we disclose it. If at any time we decide to use personally identifiable information in a manner different from that stated in this policy, we will notify our users by e-mail or a posted change to this policy at such time. We reserve the right to amend or change this policy at any time.

## **Contacting the Web Site**

If you have any questions about this privacy statement, the practices of this site or your dealings with this website, you can contact Lancaster City Alliance at <a href="mailto:info@teamlanc.org">info@teamlanc.org</a>.

# **Legal Disclaimer**

Nothing contained in this website is to be considered as the rendering of legal, financial, professional or other advice for specific cases, and users are responsible for obtaining such advice from their own legal, financial or other counsel. The information contained on this site is intended for educational, background and informational purposes only.