

## **Adoption Network Cleveland *Privacy Policy***

Your privacy is important to us. Our organization's overall policy is to keep confidential the names, contact information and adoption triad status of those we serve. The following discloses our information gathering and dissemination practices for this website:  
[www.adoptionnetwork.org](http://www.adoptionnetwork.org)

**Our Policy:** This Privacy Policy ("Policy") covers Adoption Network Cleveland's treatment of personal information or personally identifiable information (both "Personal Information") that may be collected or submitted when the web-user ("you") are using the Adoption Network Cleveland website. This Policy does not apply to companies that Adoption Network Cleveland does not own or control, or to individuals that are not under Adoption Network Cleveland's supervisory control.

Please understand that when you voluntarily disclose Personal Information online, this information cannot be made 100 percent secure and, in some cases, that information can be intercepted, collected and used by others. However, we work hard to protect your information at all times and protect the information in several ways. Your information is stored on a secure server that Adoption Network Cleveland and its authorized personnel can only access through a password.

**Please note that when you are making a donation, joining Adoption Network Cleveland as a member, registering for events or services, or ordering products, your information is being processed through a third party, PaymentSpring, our payment processing provider.**

**How We Collect Your Personal Information:** While using the Adoption Network Cleveland website, you may submit Personal Information when completing forms to contact us or posting responses to blog content. Depending on the process, the Personal Information you may be asked to provide is your:

Name  
Postal Address  
Email Address  
Phone Number

Personal Information may also be collected, or your IP address logged, when you visit Adoption Network Cleveland's website. Your IP information allows us to understand how you used our site and to enable us to make changes to our site in order to improve your experience. Information regarding your computer, your connection to our website (such as your browser type, operating system, and platform) and your user history (including, but not limited to, your session information, page errors and length of your visits to specific pages within our website) may also be collected.

**How We Use Your Personal Information:** Adoption Network Cleveland may use the Personal Information you provide for purposes such as: sending you information about our programs and services; customizing the content you see; improving the content and overall look and feel of our website and services, contacting you, conducting research, providing anonymous reporting for internal and external clients, contacting users regarding changes to our website or business, and customizing the content you see on the Adoption Network Cleveland website. Adoption Network Cleveland may also retain indefinitely on a secure server the details of purchases, donations, memberships and other transactions or payments made with us or the partners affiliated with our website.

**How Your Personal Information is Disclosed:** It is Adoption Network Cleveland's policy not to disclose, sell or rent your Personal Information to any individual, business, government entity or outside parties except: (i) to provide products or services you've requested through us; (ii) in response to a validly-issued subpoena, court order, or other legal process; (iii) when necessary to establish or exercise our legal rights or defend against legal action; or (iv) where you request Adoption Network Cleveland to do so.

From time to time, Adoption Network Cleveland may use return email addresses to answer the email we receive from you. Such addresses are not used for any other purpose. Your Personal Information will not be collected for use that is in violation of the law, or unrelated to that discussed in this Policy, unless you are also provided an opportunity to opt-out or otherwise prohibit such unrelated uses.

If you wish to review your Personal Information or do not want your Personal Information disclosed outside the organization please contact:

Adoption Network Cleveland  
4614 Prospect Ave., Suite 550  
Cleveland, OH 44103  
[hello@adoptionnetwork.org](mailto:hello@adoptionnetwork.org)

**Correcting Your Personally Identifiable Information:** You are responsible for ensuring that all Personal Information you provide on the website is maintained and kept current. If you have corrections please contact:

Adoption Network Cleveland  
4614 Prospect Ave., Suite 550  
Cleveland, OH 44103  
[hello@adoptionnetwork.org](mailto:hello@adoptionnetwork.org)

**Web Statistics & Share Data:** We collect and use IP addresses to analyze trends, administer the site, track user movement, and gather broad demographic information for reporting and sponsorship purposes.

**Scope of This Policy - Third Party Websites:** Although this policy applies to all the information obtained by you for the purposes of accessing or using content controlled and owned by Adoption Network Cleveland, it does not apply to businesses or entities that are not owned or controlled by us.