

## **Privacy Policy**

It's important to Personal Counseling Services, Inc. to help our donors and clients retain their privacy when they visit our website.

We believe your business is no one else's. Your privacy is important to you and to us so we will safeguard and protect the information you choose to share with us. To protect your privacy, PCS follows different principles in accordance with worldwide practices for privacy and data protection.

PCS will NOT do the following:

- We will not sell or give away your name, mail address, phone number, email address or any other information you provide
- We will use a variety of security measures to protect your information from unauthorized users

### **NOTICE**

We will ask you when we need information that personally identifies you or allows us to contact you. Generally, this information is requested when you sign up for our email distribution list, when you attend a PCS event, when you ask to be included on our mailing list, when you donate to the agency, or when you volunteer for the agency. We use your personal information for five primary purposes:

- Quarterly email newsletters and email updates about our organization
- Event invitations and updates
- Marketing materials (if consent has been given by you to use your donor or client story)
- To help us create content most relevant to you
- To enable us to recognize you and show our appreciation in the form of a letter, phone call, or email

### **CONSENT**

By viewing this site, you are NOT providing any information to us as an agency. You can view our complete website without providing personal information of any kind. The only situations in which you would be providing personal information would be if you signed up for our email newsletter, donated through our website or by mail or phone, or provided information at any special event we hold. Otherwise, you are NOT providing any personal information to us just by visiting our website.

If providing information in any of the situations above, you will be able to determine which kinds of information you would like to receive from us to make sure you get the information that most applies to you. If at any point you wish to be taken off any of these lists or make corrections to your information, you may unsubscribe at the bottom of any of the emails you receive or you may call 812-283-8383 x146 and leave a message or email [marketing@pcs-counseling.org](mailto:marketing@pcs-counseling.org) and request to have your information removed.

## **CLIENTS**

We DO NOT share or sell any client/donor information with any other parties. If a client signs a release allowing us to use his or her story in marketing materials, we do utilize stories if and only if they have consented with a signed release form that we keep on file. No confidential client information will be shared with other agencies or with the community except for this consented situation.