

# SISTERS OF THE PRESENTATION

*of the Blessed Virgin Mary*

2360 Carter Road | Dubuque, IA 52001 | 563.588.2008 | [www.dbqpbvms.org](http://www.dbqpbvms.org)

## Privacy Policy

### Collecting Your Personal Information

We define “personal information” as information that allows us to personally identify you. Personal information collected from our website or in print is done so from an individual(s) who voluntarily provides it for services being requested. Generally, this information is used to make philanthropic donations, request printed or email communications, or to apply for employment. If while visiting our website you do not wish to provide your information please do not enter it on our web forms.

### Use of Personal Information

The Sisters of the Presentation of the Blessed Virgin Mary uses your personal information to provide services requested by the individual. The Sisters of the Presentation of the Blessed Virgin Mary also uses your information to communicate news, events, and other services pertaining to the organization and you, the individual. Periodically statistical analysis and research is completed to assess the efficiency and effectiveness of personal communication and products delivered to you, the individual. Data collected during analysis will not be shared with individuals or third parties outside of the Sisters of the Presentation of the Blessed Virgin Mary.

### Sharing Your Personal Information

The Sisters of the Presentation of the Blessed Virgin Mary may contact you on behalf of business partners and outside organizations that may be of interest to you. Your personal information will not be transferred to these entities without your consent. The Sisters of the Presentation of the Blessed Virgin Mary does not disclose sensitive information such as religion, race, gender, or affiliations without your consent. The Sisters of the Presentation of the Blessed Virgin Mary may, in some instances, have to share your personal information with law enforcement officials as required by law. Sharing of your personal information in such instances will not require consent.

### Security of your Personal Information

The Sisters of the Presentation of the Blessed Virgin Mary secures ALL personal information from unauthorized users. Your information is secured in a controlled environment protected from unauthorized access and use. When personal information is processed over the internet, it is done so using Secure Sockets Layer (SSL) protocol. Your personal information is stored in a manner that meets or exceeds federal guidelines.

### Opt Out Policy

If at any point, you wish to remove your personal information and access to it please contact the Sisters of the Presentation of the Blessed Virgin Mary by calling 563-588-2008 or emailing [info@dbqpbvms.org](mailto:info@dbqpbvms.org).

### Website Partners

Please be aware that our website contains links to other websites and that privacy policies of other websites may differ from that of the Sisters of the Presentation of the Blessed Virgin Mary. Each website is responsible for posting and maintaining their own privacy policies.

### Privacy Policy Changes

The Sisters of the Presentation of the Blessed Virgin Mary may periodically update the privacy policy and information contained within. To find the most up to date policy please refer back to this page. To request a printed version of the Sisters of the Presentation of the Blessed Virgin Mary privacy policy please call 563-588-2008 or email [info@dbqpbvms.org](mailto:info@dbqpbvms.org).

