

Indianapolis Seniors Center Privacy Policy

January 30, 2008

At Indianapolis Seniors Center we recognize that privacy is important. This Policy applies to all information collected by Indianapolis Seniors Center.

If you have any questions about this Policy, please feel free to contact us through our website or write to us at 708 East Michigan Street Indianapolis, IN 46202-3624.

Information we collect and how we use it:

We offer a number of services that do not require you to register for an account or provide any personal information to us. In order to provide our full range of services, we may collect the following types of information:

- **Information you provide** - When you submit inquiries, we ask you for personal information (such as your name, email address and phone number). In order to provide you with the information and to improve the quality of our services.
- **User communications** - When you send email or other communication to Indianapolis Seniors Center, we may retain those communications in order to process your inquiries, respond to your requests and improve our services.

Indianapolis Seniors Center processes personal information on our servers in the United States of America.

Information sharing

Indianapolis Seniors Center does not share any information to outside companies or individuals.

If Indianapolis Seniors Center becomes involved in a merger, acquisition, or any form of sale of some or all of its assets, we will provide notice before personal information is transferred and becomes subject to a different privacy policy.

Please contact us at the address below for any additional questions about the management or use of personal data.

Information security

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, as well as physical security measures to guard against unauthorized access to systems where we store personal data.

We restrict access to personal information to Indianapolis Seniors Center employees, contractors and agents who need to know that information in order to operate, develop or improve our services. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

Data integrity

Indianapolis Seniors Center processes personal information only for the purposes for which it was collected and in accordance with this Policy or any applicable service-specific privacy notice. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve our services. We take reasonable steps to ensure that the personal information we process is accurate, complete, and current, but we depend on our users to update or correct their personal information whenever necessary.

Changes to this policy

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Policy without your explicit consent, and we expect most such changes will be minor. Regardless, we will post any Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Policy changes).

If you have any additional questions or concerns about this Policy, please feel free to contact us any time through this web site or at 708 East Michigan Street Indianapolis, IN 46202-3624.