

# **Privacy Policy**

This Privacy Policy describes your privacy rights in regards to our collection, use, storage, sharing and protection of your personal information. This policy applies to the Mental Health Center website, the credit card and echeck website and all related sites, applications, and tools regardless of how you access or use them.

## **Consent**

You accept this Privacy Policy when you utilize the MHC website or the credit card and echeck processing website or provide information to our staff to utilize the site(s) on your behalf. This policy may be amended at any time by posting the revision on our website. Notice of the revision will be posted in the “latest news” portion of our website. The revised version will be effective as of the publishing date. After a 30-day notice period, you will be considered as having consented to all amendments to this Policy.

## **Personal and Financial Information**

We collect the following information in order to provide you with the use of donation and/or payment services:

- Name, Address, Phone Number, Email Address
- Financial Information (bank account and/or credit/debit card information)

Our primary purpose for collecting this information is to provide you with a secure and convenient method for making payments on your account and/or donations to our organization. We may use this information to:

- Process transactions and send you notices about the transaction
- Update your personal information that we have on file
- Enter you into our donor database for future marketing and informational communications

We may contact you via postal mail and/or electronic mail to notify you regarding your account or to resolve a dispute. We do not sell or rent any of your financial or personal information to third parties for any reason.

## **Protection and Storage**

We store and process your personal information on our computers in south central Montana where our facilities are located. We do not store your financial information after your payment has processed via the credit card and echeck processing website. We use firewalls, access controls, and other security measures to reduce the risks of loss, unauthorized access, and alteration to your information.

## **Contact**

If you have questions regarding this policy, you can contact us at 406-252-5658 or at [boinfo@scmrmhc.org](mailto:boinfo@scmrmhc.org).