### **Privacy Policy and Disclaimer**

All health and health-related information contained within Community Alternatives website is intended to be general in nature. Community Alternatives takes your privacy seriously and a visit to our website doesn't mean you have to reveal any personal or health related information with us. If you choose to provide us with personally identifiable information (i.e., any information by which you can be identified), you can be assured that it will only be used to support your relationship with us.

You may give us personal information about you, such as your name, your contact email and other contact details in various places on our website. This privacy policy describes how we collect and use your personal information.

How and where we collect personal information:

- Electronic Newsletters
- Discussion Boards and Forums
- Chats and Blogs
- Customer Registration
- Etc...

How we use your personal information:

The information you give us is absolutely safe. We will never rent, sell, share or otherwise disclose your personal information to third parties. We might contact you from time to time regarding services (like forums and announcement lists) you have subscribed to. We may also send you promotional announcements from time to time about new services that you might find helpful and/or useful.

You may also opt out from receiving information from us at any time and ask us to remove your contact information from our database.

#### See Also:

- Privacy Practice Notice
- Email Encryption Tool

### **Stored Information**

Please be aware most information transmitted over the Internet is not secure; thus, confidentiality cannot be guaranteed. Of the information we learn about you from your visit to our website we store the following: the IP address from which you access the Internet, the date and time, the Internet address of the Web site from which you linked directly to our site, the name of the file or the words you searched, and the browser used to access our site. This information is used to measure the number of visitors to the various sections of our site and identify system performance or problem areas. We also use this information to help us improve features of the site and to make the site more useful.

### **Personally Provided Information**

If you choose to provide us with personal information by sending an email, or by filling out a form with your personal information and submitting it through our website, we use that information to respond to your message and to help us provide you with information or material that you request. We do not give, share, sell, or transfer any personal information to a third party unless required by law.

### Links to Other Sites

Please note that some pages within this website are for the convenience of users, and are linked to websites not managed by Community Alternatives and do not review, control or take responsibility for the content of those websites.

Links from this website to other websites not managed by Community Alternatives do not imply endorsement or credibility of the service, information or product offered through the linked sites. Once you link to another site, you are subject to the privacy policy of the new site.

### Visiting an Official HHS Page on Third-Party Websites

We maintain accounts on third-party websites, such as social media sites, as tools to better interact with the public. The security and privacy policies of third-party websites apply to your activity on those sites. Users of third-party websites often share information with the general public, user community, and/or the third-party operating the website. You should review the privacy policies of all websites before using them and ensure that you understand how your information may be used. You should also adjust privacy settings on your account on any third-party website to match your preferences.

## **Third Party Accounts**

Common third-party website privacy policies used by Community Alternatives may include:

- <u>Google and YouTube Privacy Policy</u>
- <u>Facebook Date Use Policy</u>
- <u>Facebook Privacy Page</u>
- Flickr Privacy Policy
- Linkedin Privacy Policy
- Pinterest Privacy Policy
- Twitter Privacy Policy
- Yammer Privacy Policy
- Pay Pal Privacy Policy
- Amazon Privacy Policy

## Cookies

Websites can automatically place small text files, known as "cookies," on the computers of their visitors. So long as they do not expire or get deleted, cookies identify the unique browser used by the visitor. On each subsequent visit to the website, the visitor's browser will retrieve the cookie, allowing us to aggregate the number of return visitors. Community Alternatives uses "cookies" to test and optimize our website design and content. We may use two types of cookies on our websites:

- We use **session cookies** to gather data for technical purposes, such as improving navigation through our website and generating statistics about how the website is used. Session cookies are temporary text files that expire when you leave our website. When cookies expire, they are automatically deleted from your computer. We do not use session cookies to collect personal information, and we do not share data collected from session cookies.
- We use **multi-session cookies**, or persistent cookies, to customize our website for frequent visitors and to test variations of website design and content. Multi-session cookies are cookies that are stored over more than a single session on your computer. We do not use multi-session cookies to collect personal information, and we do not share data collected from multi-session cookies. Our multi-session cookies are set to expire no more than two years after your last visit to our website. After two years, they are automatically deleted from your computer. Community Alternatives is unable to identify an individual by using such technologies.

Blocking session cookies from your computer will not affect your access to the content and tools on our website. Blocking multi-session or persistent cookies may affect the personalization of the information on those sites.

## Information Collected and Used from Third-Party Websites

If you have an account/profile with a third-party website, and choose to follow, like, friend, or comment on a third-party website managed by Community Alternatives, certain personal information associated with your account may be made available to us based on the privacy policies of the third-party website and your privacy settings within that website. We do not share personally identifiable information made available through these websites.

# Interaction with Children Online

We will take all reasonable steps necessary to protect the privacy and safety of any child from whom information is collected, as required by the Children's Online Privacy Protection Act (COPPA). A child's parent or guardian is required to provide consent before Community Alternatives collects, uses, or shares personal information from a child under age 13.

Information and instructions will be provided by the specific Web page that collects information about a child. The Web page will specify exactly what the information will be used for, who will see it, and how long it will be kept.