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## Pennswood Village Online Privacy Statement

The policy of Pennswood Village is to protect the privacy of the personal information of all visitors to our website. This online privacy statement is intended to inform you of the ways in which our website collects personal information, the uses to which that personal information will be put, how you may modify or delete the personal information you have provided, and the ways in which we will protect any information you choose to provide us.

For purposes of our website policy, **personal information** includes your full name, email and/or mailing address, phone number, birth date, mother's maiden name, national identity, pension, social security, tax ID, health care or driver's license number.

There are three types of information that are collected during your visit to our website: network traffic logs, web visit logs, and information voluntarily provided by you. Only information voluntarily provided by you generates personal information. None of the personal information we collect is distributed to any third parties without your consent, unless we are required by law to do so.

### Network Traffic Logs

In the course of ensuring network security and consistent service for all users, Pennswood Village employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage Pennswood Village computers or the network, and monitor and tune the performance of the Pennswood Village network. In the course of such monitoring, these programs may detect such information as e-mail headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of Pennswood Village's networks and computer systems. No personal information is gathered from network traffic logs.

### Web Visit Logs

The Pennswood Village website routinely collects and stores information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the internet address (URL or IP address) of the referring site, the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. The Pennswood Village website does not identify individual visitors from this information. No personal information is gathered from web visit logs.

### Information Voluntarily Provided by You

In the course of using this website, you may choose to provide us with information to help us respond to your requests. For example, you may send us electronic mail (through a mailer or a web form) to request information, you may sign up for a mailing list, or you may send us your address so we may send you information or other material. Any personal information you send us will be used only for the purpose indicated. Your requests for information will be directed to the appropriate staff to respond to the request, and may be recorded to help us update our site to better respond to similar requests. We will not sell exchange or otherwise distribute your personal information without your consent, unless we are required by law



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to do so. We do not retain your personal information longer than necessary for normal operations. Each Pennswood Village web page requesting personal information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. You may opt-out of future communications from Pennswood by clicking “unsubscribe” below. You may modify or delete your personal information or ask us question regarding the use of your personal information by contacting the person listed on the specific page, or listed below.

On occasion Pennswood Village may provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services or how they may handle your personal information. External sites are not bound by Pennswood Village’s online privacy policy; they may have their own policies or none at all. Often you can tell you are leaving the Pennswood Village website by noting the URL of the destination site.

If you have questions about protected health information and HIPAA at Pennswood Village, please read our [HIPAA policy](#).

If you have questions about this site, its collection of information, and its online privacy statement, contact [info@pennswood.org](mailto:info@pennswood.org).

Effective: January 2012