

Lakeside Community Committee's Privacy Policy

Lakeside Community Committee is committed to protecting and preserving your right to privacy. We consider all information we collect about you as privileged, private and confidential.

Supporter information

Lakeside Community Committee collects personal information about you whenever you voluntarily submit it to us through our website, an email or telephone call, at a meeting or event, or through a transaction such as making a donation. We are committed to a policy and practice of privacy protections. Thus, your right to privacy is taken very seriously. Lakeside stores personal data and information in a password-protected database which is kept confidential, and guidelines are in place which limit access only to those who have a reasonable need to use your information for conducting business for Lakeside Community Committee.

Lakeside Community Committee will not share, trade, transmit or sell your information with/to third or unauthorized parties, nor will we send mailings on behalf of other organizations. Activity on third-party websites and applications is subject to third-party privacy and/or data policies, which may override the organization's own privacy policy.

Types of information we might collect

1. **Contact information:** We may ask for contact information such as your name, address, telephone number, email address, and contact preferences. This information may be used for reasons such as to:
 - A. Respond to any of your inquiries or questions
 - B. Contact you in the future to share Lakeside Community Committee activities, news, send you communications, invite you to upcoming events, and/or ask for your continuing support
 - C. Acknowledge your donation(s) via mail, a listing in our annual report, or other methods. If you wish to contribute anonymously, please let us know.
2. **Demographic information:** We may ask for limited demographic information such as your gender, race or ethnicity, or marital status. This information is used to

help us better understand the individuals we connect with and to help us better communicate with you. We limit how this information is used and disclosed.

3. **Financial information:** If you make a donation to Lakeside Community Committee, we may ask for financial information such as a credit card number or financial account numbers. This information allows us to process your donation and is not utilized for any other purpose. We consider this information confidential.

Review/Opt out

If you would like to review or correct the personal information that we have collected, please contact us using one of the methods listed below in the Contact Us section.

If you would like to make your donations to Lakeside Community Committee anonymously, please let us know at the time of your donation and/or by using one of the methods listed below in the Contact Us section.

If you would prefer not to receive mailings from Lakeside Community Committee, please let us know through the Contact Us section.

Upon receipt of your request and within a reasonable amount of time, Lakeside Community Committee will remove your information from future email and marketing communications.

Client information

Lakeside Community Committee respects client confidentiality and only releases confidential client information (e.g. protected health information, client records) with your consent in order to effectively provide you with care and/or in accordance with Illinois and federal law. Case records are maintained and disposed of in a manner that protects privacy and confidentiality. Lakeside believes that a client's privacy is not only a fundamental right, but critical to establishing a service environment conducive to healthy therapeutic relationships – involving trust, safety, boundaries and respect. All of our programs have procedures in place to ensure client privacy. Clients are notified of their privacy rights upon admission.

Please contact Lakeside Community Committee via one of the methods listed in the Contact Us section below, for any of the following:

- To receive a copy of, release, restrict or amend your record
- To provide us with alternative contact information
- To receive a copy of our full Notice of Privacy Practices and Rights for clients
- To ask any questions

Protection of information

Lakeside Community Committee protects and preserves confidential and other sensitive information from theft, unauthorized use, damage or destruction by:

1. Limiting access to authorized personnel on a need-to-know basis
2. Backing up electronic data
3. Using firewalls, anti-virus and related software
4. Maintaining paper records in a secure location
5. Ensuring regular testing of recovery systems

Ownership of Materials on this Site

The contents of this site are © Lakeside Community Committee. This means that the material on this site is subject to the copyright protection of Lakeside Community Committee, unless otherwise indicated.

Links and Accuracy

We may provide links to other sites from time to time. These links are provided for your information and convenience only. We do not endorse or take any responsibility for the sites linked to or for the content of those sites.

Amendment of these Terms and Conditions

We reserve the right to amend these Terms and Conditions, including our Privacy Policy, from time to time and without notice to you. Any such amendment will be effective once the revised Terms and Conditions have been posted on this site.

Applicable Law

These Terms and Conditions are governed by and will be construed in accordance with the laws of United States. Any disputes arising under or in connection with these Terms and Conditions shall be subject to the non-exclusive jurisdiction of the American Courts.

Contact us

Please contact Lakeside Community Committee with questions or concerns via any of the following methods:

Phone: 773-488-2580

Postal Mail: 7418 S Cottage Grove Ave, Chicago, IL 60619

Email: webmaster@lakeside-cc.org