



A PROUD AFFILIATE OF OIC OF AMERICA

Donor Privacy Policy

JobTrain is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that their information will not be shared with any third party.

Awareness. JobTrain provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

Information Collected. Here are the types of donor information that we collect and maintain:

- contact information: (*optional*) name, organization, complete address, phone number, email address;
- payment information: credit card number and expiration date, and billing information; Personal check via postal mail.
- information concerning how you heard about JobTrain (*optional*)
- information you wish to share: questions, comments, suggestions; and
- your request to receive periodic updates; e.g. to individuals who request it, we will send periodic mailings related to specific fund-raising appeals, and newsletters.

How Information is Used. JobTrain uses your information to understand your needs and provide you with better service. Credit card numbers are entered through our “Donate” button which is a direct portal to Network for Good, a leading company in online donations, and used only for donation payment processing and are not retained for other purposes. Please see the Network for Good Donor Privacy Policy at the bottom of the donation page. No credit card information is housed in the JobTrain website. Network for Good does forward other basic identifying information so that we may properly acknowledge your donation. This information is uploaded into our donor database (see “Who do we share your information with?” below). We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication. We publicly list all donors (any donor can ask to remain anonymous) in our Thank You list published on our newsletters which are sent by mail and also posted through a link on our website. Again, anyone can ask to remain anonymous on these lists.

No Sharing of Personal Information. JobTrain will not sell, rent, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of JobTrain.

Removing Your Name From Our Mailing List. It is our desire to not send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list. To be removed from the electronic newsletter, please click the unsubscribe link in the newsletter.

Email. If you sign-up for our email newsletter, from time to time we may send you our newsletter and email messages informing you of special events or services. Our newsletters may contain code that enables our database to track your usage of the newsletters whether this email was opened and/or what links (if any) were clicked. Included in these emails will be an option to allow you to opt out and thus be removed from the email list.

Who do we share your information with?

Our donor database is provided by Blackbaud, Inc., a trusted name in nonprofit fundraising. Blackbaud, Inc. has access to donor information only for the purposes of maintaining the integrity and security of that database. Donor information is only used by JobTrain. We do not share this personally identifiable donor information with others.

What Else Should You Know about your privacy?

Security

If you choose to make a donation online, you can click the “Donate” button which will take you to a page operated by Network for Good, a leader in online donations. Please see the Network for Good Donor Privacy Policy link at the bottom of the donation page. This web page has also earned a secure seal from GeoTrust an internet security firm. The page has a certificate that is visible showing that the site is verified and secure up to the current date. You may click on the GeoTrust seal to see more information about the certificate.

Links to other sites

Our site may have links to other internet sites not maintained by JobTrain. We do not control, operate, or endorse information, products, or services on such third-party sites and we are not responsible for their content. Many third-party sites have their own privacy policies that may be different from ours. This privacy policy only covers our site and does not cover any other site. While we make every effort to keep your information secure, we do not control the policies of other sites.

What About Kids’ Personally Identifiable Information?

Our site is not aimed at anyone under the age of 21. We assume donations through credit card means are made by adults.

Changes to this Privacy Policy

We may make changes to our privacy policy from time to time. When we make changes, our home page will contain a statement that the policy has changed and the effective date of that change.

Contacting Us. If you have comments or questions about our donor privacy policy or would like to be removed from JobTrain's mailing list, please contact Reshma Putnam at rputnam@jobtrainworks.org or call (650) 330-6436.

Acceptance of Privacy Policy

Your use of this site, including any dispute concerning privacy, is subject to this privacy policy. **BY USING THIS SITE YOU ARE ACCEPTING THE PRACTICES SET OUT IN THIS PRIVACY POLICY.** We reserve the right to modify this privacy policy at any time by posting the changes on this page. Please check the revision date below to determine if the policy has been modified since you last reviewed it. Your continued use of any portion of our site following posting of the updated privacy policy will constitute your acceptance of the changes.

Effective Date

This privacy policy was last revised on April 20, 2015.