

## **St. Sophia Greek Orthodox Church Privacy and Return Policy**

Thank you for visiting St. Sophia Greek Orthodox Church's website and reviewing our privacy policy. We here at St. Sophia Church value your trust. The following online privacy policy is intended to protect and secure the personally identifiable information (any information by which you can be identified) you provide to our organization online.

### **Information We Collect**

We collect information from visitors on our Website through online requests including:

- E-newsletters
- Request Forms
- Contact Requests

The information we collect online includes name, address, city, state, ZIP/postal code, telephone number, and e-mail address. In order to continuously improve our service and meet your needs we may also ask you to provide information specific to your need or request.

### **How the Information is Used**

St. Sophia Church uses your information to communicate with you, and understand your needs to provide you with better service. We may use your information to complete an on-line gift giving transaction, to update you on projects, or to personalize our Website for you. We also provide you the opportunity to remove your name from our mailing lists, if you desire to do so. Please review the corresponding section of this privacy policy below. In addition, St. Sophia Church will not send you e-mail that you have not agreed to receive. We may periodically send you e-mails announcing news and event information or church closings.

### **Sharing of Personal Information**

St. Sophia Church never sells, rents, leases, or exchanges your personal information with other organizations. St. Sophia Church assures you that the identity of all who contact us through this Website will be kept confidential.

### **Security**

St. Sophia Church is committed to ensuring the security of your personal information. To safeguard your personal information and protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data, we implement SSL security where ever personal information is input such as gift giving pages, and we do not store local data on our machines related to credit card numbers or personal identification numbers.

Access to any data is only granted to those personnel, staff, and contractors that are either directly involved in using the required data or using it to improve our sites. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

### **Cookies**

From time to time, we may send a "cookie" to your computer. A cookie is a small piece of data that is sent to your browser from a Web server and stored on your computer's hard drive. A cookie cannot read data off your hard drive or read cookie files created by other sites. Cookies do not damage your system. We use cookies to recognize you when you return to our sites, or to identify which areas of our network of Web sites you have visited. We may use this information to better personalize the content you see on our sites. Many Websites place cookies on your hard drive. You can choose whether to accept cookies by changing the settings of your browser. Your browser can refuse all cookies, or show you when a cookie is being sent. If you choose not to accept these cookies, your experience at our site and other Websites may be diminished and some features may not work as intended.

### **Links to Outside Sites**

This Website links to documents located on Websites maintained by other organizations or individuals. Once you access a link to another Website, please be aware that St. Sophia Church is not responsible for the privacy practices or the content of such Websites.

### **Our Return Policy**

While it is not the practice of St. Sophia Church to return gifts once they are made, we do acknowledge instances in which a gift is made in error. Common examples include: making duplicate gifts within a short time period, and entering the wrong amount. For more information or to inquire about a refund, please contact us at [office@stsophia.net](mailto:office@stsophia.net) or 518-489-4442.

### **Removal from Our Mailing List**

We give you the opportunity to remove your name from our mailing list so that you do not receive any future communications. If you desire to permanently remove your name, you can contact us. If you determine that our information about you is inaccurate or it has changed, you may also modify information by contacting our Webmaster or church office.

### **Contacting Us**

If you have comments or questions about our online privacy policy, or would like more information about St. Sophia Church, or are experiencing technical trouble, please contact [webmaster@stsophia.net](mailto:webmaster@stsophia.net) or the church office at 518-489-4442 or our by e-mail at [office@stsophia.net](mailto:office@stsophia.net).