NCADD
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE, INC.

NCADD Privacy Notice

The National Council on Alcoholism and Drug Dependence, Inc. (NCADD) has established this privacy policy to demonstrate our commitment to maintaining the confidentiality and privacy of information about visitors to our web sites and donors. This policy explains why we collect particular information and how we will protect your personal privacy within our web site.

In order to fully understand your rights we encourage you to read this Privacy Policy. Our privacy policies may be changed from time to time, simply by posting such changes on our site, so we encourage you to check back regularly. Any such change will be effective immediately upon posting.

This Privacy Policy notifies you of:

1. What personally identifiable information of yours is collected through the Site
2. Who collects such information
3. How such information is used
4. With whom your information may be shared
5. What choices you have regarding collection, use and distribution of your information
6. What kind of security procedures are in place to protect against the loss, misuse or alteration of information under our control
7. How you can correct any inaccuracies in your information

Questions regarding this statement should be directed to NCADD by sending an email to websiteteam@ncadd.org. Please reference this Privacy Policy in your subject line.

What Information We Collect and How We Use That Information:

We do not collect personally identifiable information from individuals unless they provide it to us voluntarily. This means we do not require you to provide information to us in order to view our site. It is necessary for us to collect personal information from individuals, however, when they make a donation, sign up for our mailing list, apply for a position or volunteer to work with NCADD. Our registration forms require users to give us contact information that may include name, email address, format preference (HTML vs. Text), address, interests, and similar information. When individuals make contributions to support NCADD through our website, we will also require contact

information that may include name, email address, format preference (HTML vs. Text), address, interests, and similar information. We do not store sensitive information from our visitors or donors, such as credit card or social security numbers.

We do not share the information we acquire from visitors or donors on our website with unaffiliated third parties.

Internet Protocol (IP) Address:

We collect an IP address from all visitors to our Site. An IP address is a number that is automatically assigned to your computer when you use the Internet. We use IP addresses to help diagnose problems with our server, administer our Site, analyze trends, track users' movement, gather broad demographic information for aggregate use in order for us to improve the site, and deliver customized, personalized content. IP addresses are not linked to personally identifiable information.

Use of "Cookies":

Our Site may use cookies to enhance your experience while using our Site. Cookies are small files that many Web sites transfer to the computer that is browsing that Web site. They are not programs that harm a visitor's system or files. Cookies make Web-surfing easier by performing certain usage record-keeping functions such as saving your passwords or your personal preferences regarding your use of the particular Web site and to make sure you don't see the same ad repeatedly. Many consider the use of cookies to be an industry standard.

Your browser is probably set by default to accept cookies. However, if you would prefer not to receive cookies, you can alter the configuration of your browser to refuse cookies. If you choose to have your browser refuse cookies, it is possible that some areas of our Site will not function properly when you view them.

Security:

All online transactions and all information provided to NCADD are transmitted using SSL (Secure Socket Layer) encryption. SSL is a proven, industry standard coding system that lets your browser

automatically encrypt or scramble data before you send it to us. Donation pages carry the VeriSign symbol, signifying that the Site has a VeriSign SSL certificate. On secure donation pages, the user will notice the website address at the top of the browser screen starts with an "https" instead of an "http", and a closed lock symbol appears at the end of the address window. We also protect account information by placing it on a secure portion of the Site that is only accessible by certain qualified employees of NCADD.

No data transmission over the Internet, however, is 100% secure. While we strive to protect your information, we cannot ensure or warrant the security of such information.

Children Under 13 Visiting the NCADD Site:

NCADD does not knowingly ask for information from children age 13 and under. Visitors who are 13 years of age or under should ask their parent or legal guardian for assistance in using the Site and should not submit any personally identifiable information to NCADD.

Other Web Sites:

Our Site may contain links to other Web sites. Please note that when you click on one of these links, you are entering another web site for which NCADD has no responsibility. This privacy policy applies solely to the NCADD Site. We encourage you to read the privacy statements on all such sites as their policies may be different than ours.

Contacting the Web Site:

If you have any questions about this Privacy Policy, the practices of the Site or your dealings with the Site, you may contact:

NCADD

Attention: Web Team

217 Broadway, Suite 712,

New York, New York 10022

You can also send an email to our web team at websiteteam@ncadd.org.