



## **Personal Information Privacy Policy**

Special Olympics Oklahoma (SOOK) is committed to maintaining your confidence and trust, and accordingly maintains the following privacy policy to protect personal information you provide.

### **SOOK's Commitment to Online Security**

Physical, electronic and managerial procedures have been employed to safeguard the security and integrity of personal information. Personal information is accessible only by staff and volunteers designated to handle online requests.

### **Personal Information that SOOK May Collect**

SOOK collects the following types of personal information: names, postal and e-mail addresses, phone and facsimile numbers, billing information, and volunteer information which could include S.S.#.

### **How SOOK May Use Personal Information Collected**

SOOK will not use your personal information other than for the purpose for which it was submitted without your consent. We use personal information to reply to inquiries, send thank you notes, handle complaints, and in program recordkeeping. We also process business and billing requests related to program participation. At certain points where personal information is collected on our site, there may be a box where you may indicate you would like to be on a list to receive information about SOOK programs and services and about ways to support SOOK. At any time you can add or remove your name from our mailing list by contacting us at [info@sook.org](mailto:info@sook.org).

### **How Your Information May Be Shared**

SOOK does not and will not share your information with anyone outside of the Special Olympics organization. SOOK does not sell or rent personal information. Special Olympics, Inc. (SOI) may trade such information with other charitable organizations however, you will have an opportunity to opt out. We will only release personal information to appropriate governmental authorities under the following circumstances:

- Where release is required by law (for example, a subpoena) or regulation, or is requested by a government agency conducting investigations or proceedings;
- Where our records indicate a company may be engaged in fraudulent activity or other deceptive practices that a governmental agency should be made aware of;
- Where your communication suggests possible harm to others.

## **Help Us Keep Your Personal Information Accurate**

If your personal information changes or you would like to review the personal information we may have on file, please email us with the new information or your review request at [info@sook.org](mailto:info@sook.org).

## **Computer Tracking and Cookies**

Our web site is not set up to track, collect or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to provide better services to our constituents and may also be provided to others, but again, the statistics contain no personal information and cannot be used to gather such information.

## **Problems**

If you have a complaint about the SOOK's compliance with this privacy policy, you may contact us at [info@sook.org](mailto:info@sook.org).

As of November 6, 2009