**Privacy Policy**

Your privacy is very important to us. Accordingly, we have developed this privacy policy to inform you how we collect, use, share, and protect your personal information.

**What types of information does Meta House collect, and how is that information used?**

When you contact Meta House for any reason, we may collect personal information from you. Before or at the time of collecting any personal information, we will identify the purpose for which the information is being collected. In most instances, we collect minimal personal contact information, such as name, address, telephone number, or email address. Depending on the nature of your inquiry, we may collect other personal information such as account numbers or health information. We collect and use only the information necessary to respond to your inquiry or to fulfill the purpose specified by us for collecting the information unless we obtain your consent or as otherwise required by law.

Generally speaking, Meta House collects and uses your information to communicate with you about our program, services, promotions, activities and events, and to customize our communications in those areas.  We may also collect information to improve your website experience. What follows is a list of some of the ways we collect your information, the types of information we may collect, and how we use your information.

* **Sign Up for Our Newsletter.**  When you sign up for our newsletter, you provide us with basic contact information which may include your name, email address, and mailing address so we can fulfill your request to receive our newsletter and other communication.
* **Donations.**  When you donate to Meta House, you may choose to give us contact and payment information (such as your credit card number) so we can process your donation. To keep your information protected, all donations are processed by a secure third party vendor. We use your contact information to thank you for your gift and to personalize our communication with you. *Please see our Donor Privacy Policy below for more information.*
* **Contacting Meta House by Email, Telephone, or Other Means.**When you contact Meta House for any reason, you may disclose information to us. We may ask you for certain information in order to respond to your inquiry. For example, you may send us an email message containing a question or contact us by phone or via social media with a comment. In most instances, we collect minimal information, such as name, address, telephone number, or email address. Depending on the nature of your inquiry, we may collect other information such a2s account numbers or health information. We collect and use only the information necessary to respond to your inquiry or to fulfill the purpose specified by us for collecting the information unless we obtain your consent or as otherwise required by law. Your personal information may be shared internally within Meta House in order to direct your inquiry to the appropriate person. We may also use your email to contact you in the future about our programs or events that may be of interest. We do not share any information we receive with any outside parties, unless it is required by law.
* **Website.**  Our website uses cookies and log files. A cookie is a small text file that contains a unique code or ID tag and is stored on a user’s computer. Various information can be stored in a cookie file including information from pages visited on the website, to information voluntarily given to the website. A cookie is used to recognize your computer when a user of your computer returns to a website that was visited previously. Log files are small text files that websites automatically create when a user visits a site. We use cookies and log files to enhance the online experience of our visitors and to better understand how our site is used.  Cookies and log files may tell us, for example, whether you have visited our site before or whether you are a new visitor.  We use the information we collect from the website to measure the number of visitors to the different pages of our website, and to help us make our website more useful to visitors.  The “help” portion of the toolbar on most browsers will tell you how to stop accepting new cookies, how to be notified when you receive a new cookie, and how to disable existing cookies.  Please keep in mind, if you block cookies, you may not be able to take full advantage of all our website features.
* **Special Events.**  When you sign up to participate in one of our special events, you may provide us with contact information such as your name, email address, phone number, or mailing address.  We may use the information to contact you about the specific event for which you have registered and for future events.  Also, unless you previously asked us not to send you our newsletter, we will add your email address to our newsletter list and may include you on other electronic communications. If you do not want to receive future electronic information about Meta House, you may opt out of future communications by unsubscribing directly with our third party email vendor or by emailing dwachowiak@metahouse.org. More information on how to opt out of future communication from Meta House is provided below.

**Does Meta House share information with third parties?**

Meta House shares your email address with the third party email newsletter vendor we retained to perform services on our behalf. This service provider (Mailchimp) is not authorized by us to use or disclose your information except as necessary to perform services on our behalf or to comply with legal requirements. We also may disclose your personal information with third parties if required to do so by law.

**How does Meta House protect personal information?**

Meta House takes cyber-security seriously and maintains online safeguards to protect against unauthorized disclosure, use, alteration, and/or destruction of personal information in our possession.  To protect the security of your credit card information, we use the industry standard for Internet security -- Secure Socket Layer (SSL) technology.  This Internet encryption standard scrambles data as it travels from your computer to our server.

**How does Meta House update its Privacy Notice?**

Meta House’s programs, services, events, and communications will change over time. This Privacy Notice will be updated periodically to reflect those changes and corresponding changes in our information practices. We reserve the right to change our information practices and the terms of this Privacy Notice and to apply the changed practices to all information we have about you.

**Does the Meta House website contain links to other websites?**

The Meta House website may contain links to other websites that operate independently of Meta House and are not under our control.  The links are provided solely for your convenience and information. Websites of third parties may have their own privacy notices. Meta House is not responsible for information that is provided by or to any third party websites.

**How can I update my contact information?**

Please contact/email dwachowiak@metahouse.org if you wish to change your contact information. If you contact us by email, please email us from the email address we have on file so we can verify ownership.

**What if I prefer not to receive communications from Meta House?**

Many of our email messages provide users the opportunity to opt out of receiving emails through an “Unsubscribe” link, located at the bottom of the email.  You may also update your contact information previously provided to us by emailing/contacting dwachowiak@metahouse.org.  You cannot remove yourself from our database, but you can prevent unwanted communication.

To unsubscribe from all future communications with Meta House, or to limit the type of messages received, please email/contact dwachowiak@metahouse.org. If you are contacting us by email, please email from the email address we have on file so we can verify ownership.

**Can I use text and images from the Meta House website?**

If you would like to publish information that you find on our website, please send your request to

skoehn@metahouse.org.

**What is Meta House’s Donor Privacy Policy?**

Meta House, Inc. respects our donors’ concerns about privacy and are thankful for the trust you place in us. We view our donors as investors in our organization’s mission and are committed to providing honest and transparent information to our donors and protecting the personal information you share with us.

Meta House collects and stores personal information from donors including, but not limited to, mailing addresses, place(s) of employment, phone numbers, and email addresses. Use of this information is limited to Meta House internal purposes and only to further its mission and purposes. We will not share, sell, or trade your information with any third party for marketing purposes.

From time to time, Meta House publishes a list of its donors/investors. For example, we will often highlight our donors in a list included in our Annual Report. The list will include only the donor’s name and a level of investment. We respect your right to privacy and at any time you may choose to give anonymously, opt out of being highlighted for your investment in external communications, or be removed from all mailing/contact lists by emailing dwachowiak@metahouse.org or calling (414) 977-5807.

**Questions about our policies.**

If you have any questions about this privacy statement, the practices of this site, or your dealings with this website, contact us at: skoehn@metahouse.org.