## **Privacy Policy**

Lakes & Prairies Community Action partnership (CAPLP) values the privacy of our staff, donors, customers, stakeholders and visitors. CAPLP collects information only to help us better serve our customers and our community. It is our policy to collect and store only personal information that is knowingly provided to us. We do not share personal information without a Release of Information unless required by law.

This Privacy Policy explains our practices regarding the collection of information that can personally identify you and/or your organization, and the choices you can make about the way your information is collected and used.

## Personal Information Collected

CAPLP collects and stores contact information from individuals as it is knowingly provided to us, including email addresses, phone numbers, and mailing address. CAPLP does not distribute personal information or email addresses to third parties. We use this information to contact individuals directly. You may choose at any time not to provide personally identifiable information, although this may restrict our ability to provide requested services or information.

## **How your Information is Used**

CAPLP collects personal information so that we can

- Identify you from persons by the same or similar name
- Determine program eligibility
- Provide referrals to needed services
- Report on program outcomes, conduct research and evaluation
- Contact you regarding requested services

## **Choice to Opt Out**

CAPLP provides all individuals and customers the opportunity to opt out of having your personal information used for certain purposes. You may opt out of receiving communications by contacting us at <a href="mailto:info@caplp.org">info@caplp.org</a> or 218-512-1500 or by texting "Opt Out". This does not include any data we are obliged to keep for administrative, legal, or security purposes.