

## **DATA PRIVACY POLICY**

NAMI Mercer NJ is committed to safeguarding personal information and ensuring that donor privacy is protected. This privacy policy applies to collection of information, including information collected on our website. By submitting your information to us or any of our staff, you consent to the terms and conditions of the policy and to our processing personal information for the purposes stated below.

### **Personal Information**

“Personal Information” is information that identifies you personally. Personal information collected may include name, address, telephone number and e-mail address, giving information, information on events attended, publications received and special requests for information.

- When you contact us with a question via email, in person, by phone or email, we may then collect your name, address and email to respond to that question.
- We may collect your name, email address and other contact information if you register for an event.
- We may collect your name, email address, telephone number and payment information when you contribute to NAMI Mercer, either on our secure website or check by mail.

The above list provides a sample of personal information that may be collected by NAMI Mercer NJ. From time to time, we may collect personal information from you in ways not described above.

### **Use and Disclosure of Personal Information**

- We will not sell, trade, or share your personal information with anyone else.
- We will not send you mailings on behalf of other organizations, unless we are partnering with them.
- We will share your personal information only with your consent or another legal basis for doing so.
- We will collect payment information, billing address and other information necessary to process a payment.
- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us, protect and defend our rights or act in urgent circumstances to protect the personal safety of others.
- We will use the personal information to protect against potential fraud. If you use a credit or debit card on the website, we may use card authorization and fraud screening services to verify that your card information and address match the information you supplied to us and the card being used has not been reported lost or stolen.

You have the right to review information that we have collected about you. To review that information please contact us in writing: NAMI Mercer NJ, 1235 Whitehorse Mercerville Rd., Building C, Suite 303, Hamiton, NJ 08619 Attention: Director of Operations.