



Immigrant & Refugee Center of Northern Colorado — Privacy Policy

Effective Date: September, 2020

Thank you for visiting the website for the Immigrant and Refugee Center of Northern Colorado. As our website is hosted by Squarespace, much of our privacy policy will reflect the standards held by that company. [Squarespace's Privacy Policy can be found here.](#) We want you, the “end user,” to know that your privacy is of great value to us as an organization. We, IRCNOCO, hope to be as transparent with your information as possible. As we like to do elsewhere on our website and in our interactions with clients and guests: *always* feel free to ask a question if you have a concern.

You might notice that our Privacy Policy reflects the format and style of Squarespace. That is intentional, as their privacy policy so heavily informs our own, given that they host our domain.

1. **Some Key Terms**

Throughout this policy, we will refer to you as the “user.” This is because you are using our website, and we (IRCNOCO) want to make sure your user experience is up to par. We might also use the term “cookies” which is not the delicious snack. Instead, cookies are bits of code that are collected from your computer and stored in our website and in the domain and browser. Cookies help improve your user experience and give us feedback about how you used our website. More on this later. Another term you will see is “Third Party,” and this term refers to websites not specifically under the www.ircnoco.org domain URL. Examples of third parties include ColoradoGives, Eventbrite, and Mailchimp.

2. **Personal information we collect**

There are several places on our website where information can be explicitly entered by the user, and there are other places where the user might be directed to a Third Party. Regarding the information we collect from the user on our own website, we collect information such as:

- a. User geographic location (via cookies)
- b. IP Address of Computer using site (via cookies)
- c. Site visited prior to coming to our site (if this site acted as a reference point; via cookies)
- d. Duration of stay on our website (via cookies)
- e. Pages visited on our site by that IP (via cookies)



- f. Direct Information Entered into our Volunteer Form (only applies to users who fill this out)
 - i. First & Last Name
 - ii. Email Address
 - iii. Address (Street, City, State, Zip, Country)
 - iv. Phone Number
 - v. Date of Birth
 - vi. Gender Identity (optional)
 - vii. Willing to complete a background check?
 - viii. Highest Education Attained
 - ix. Have you volunteered with IRCNOCO before?
 - x. What date can you begin to volunteer?
 - xi. Which days and times are you available to volunteer?
 - xii. Where would you like to volunteer?
 - g. Third Party data collected on the user is subject to the privacy policies of the Third Party Site. Sites such as [ColoradoGives](#), [Eventbrite](#), [SquareSpace](#), [FlyerConnect](#), and [Mailchimp](#) all have their own privacy policies. What we can say is that the information we have access to from those Third Parties is not shared with other outside organizations on our end. Data is not downloaded from those Third Parties, with the exception of email addresses and names. For this information, the data is kept on a secure hard drive and password-protected file.
 - h. Emails you send to our @ircnoco.org accounts are kept on our G Suite server,
3. **When would we share information about our users?**
We have not yet been required to share any user information collected from our website with any outside parties, including government entities. If such information were to be requested, we would be firm in expressing our organization's interest in maintaining user privacy unless shown a compelling state interest in disclosing that information. Such information would need to be requested formally by a prosecuting body and signed off on by a court of law. IRCNOCO does have a legal obligation to comply with applicable tax law and government regulations, and we will do so when needed. Nonetheless, user privacy will not be violated in order to comply, and requests for consent will be dispersed in those circumstances.
4. **Deleting Information About You**
If you determine that you do not want information collected about you, such as the information described above, then you may contact our information with that request. Our Director of Development will scan all of our available databases and remove the data. This request may take time to implement, and the correspondence for this request will be facilitated on @ircnoco.org email exchanges unless requested in person. In the



process of removing information, the user may not access or see other users' information, as it would violate the privacy concerns of others.

5. **Security matters to us**

As mentioned previously, we keep all of your data collected on secure platforms that are password protected. Information downloaded to any hard drive in the organization is only downloaded temporarily and is not saved anywhere where others could easily access it. Passwords are not shared between office employees, and only the individual solely responsible for the task of website security and maintenance can access the data.

6. **Updates to this policy**

We will update this policy as legal circumstances change, such that our policies can be as current and relevant to the existing circumstances as possible. When we make these changes, we will post the "effective date" at the top of the document as well as make an announcement across our newsletter platform.

7. **How to contact our organization**

Contacting our organization can be accomplished in a variety of ways:

You are always welcome to call our organization at (970) 352-7323

Additionally, you may email our general inquiry address at office@ircnoco.org

Or you can visit us in person, or send us mail, at:

Immigrant & Refugee Center of Northern Colorado
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Evans, CO 80620