



PRIVACY POLICY

I. STATEMENT OF POLICY

This policy applies to all hardcopy/electronic transactions administered by the Colorado Ovarian Cancer Alliance (COCA) during the course of business activities. The types of transactions and applications apply to our individual participants, volunteers, clients and funding recipients.

Personal privacy is important to COCA, and maintaining the trust and confidence of all people working in any capacity with COCA is a priority. We respect everyone's right to keep their personal information confidential and the desire to avoid unwanted solicitations.

II. TYPES OF INFORMATION COLLECTED

COCA collects certain personal information– but only when that information is provided or obtained with authorization. This information is used to process requests and applications.

Examples of sources from which we collect information include:

- interviews and phone calls with you
- letters or e-mails from you
- event registration forms
- financial assistance applications
- Nicki's Circle Participant Personal Information Sheet

The types of personal information collected may include any or all of the following:

- Contact information including; name address, email, phone number
- Credit/Debit Card Information
- If in treatment, or a survivor, a diagnosis and doctor's name
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III. THE WAY WE USE INFORMATION

We do not share this information with outside parties. We do not keep credit/debit card information.

Confidentiality regarding personal information is strictly kept, however, there are exceptions to the general rule of legal confidentiality. These exceptions are listed in the Colorado statutes

(Section 12-43-218, C.R.S.). An exception to confidentiality includes any situation involving imminent harm to self or others. It should be noted that legal confidentiality does not apply in criminal or delinquency proceeding.

We use non-identifying and aggregate information to better design our reports, brochures, registration forms, applications and website and to share with advertisers. For example, we may tell an advertiser the number of individuals that participated in an event, but we would not disclose anything that could be used to identify those individuals.

Nicki's Circle participants may volunteer to share their personal information, as requested on the Nicki's Circle Participant Information Sheet, to be included on the group roster. The group roster is a hardcopy distributed to all women in the group at each session. The purpose of the information distribution is to encourage contact and support among group membership.

Participants may opt to share only a portion of their personal information, at their direction.

Or, any participant may elect to be removed from this roster at any time and for any reason.

IV. CONFIDENTIALITY AND SECURITY OF PERSONAL INFORMATION

Except as otherwise described in this policy, we restrict access to nonpublic personal information about you to employees of our firm and other parties who must use that information to provide services to you. Their right to further disclose and use the information is limited by the policies of COCA, applicable law and nondisclosure agreements where appropriate. We also maintain physical, electronic, and procedural safeguards in compliance with applicable laws and regulations to guard your personal information.

V. HOW TO CONTACT US

COCA Mailing Address:
Colorado Ovarian Cancer Alliance
1777 S. Bellaire St. Suite 170
Denver, Colorado 80222

Phone:
303.506.7014
1.800.428.0642

Email:
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Web address:
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