**Policy: FRIENDS OF PREGNANCY CARE CENTER PRIVACY**

Pregnancy Care Center (PCC) is committed to respecting the privacy of our friends. Therefore, we have developed and adhere to the following procedures.

***PROCEDURE:***

**Adding individuals to the mailing list**

Individuals will only be added to the mailing list after one or more of the following: 1) the individuals have requested to be added to the mailing list, 2) or a representative of Pregnancy Care Center has asked and received permission of the individuals to add them to the mailing list.

**Type of Information Collected**

Name, Mailing Address, E-mail address, Phone Number

Information from financial institutions will be collected if an *Automatic Debit* is requested and approved by the individual.

**How the Information is Used**

The individuals’ information will be used to inform them of the important work Pregnancy Care Center is doing to promote *LIFE* and to invite them to come alongside that work.

**No Sharing of Personal Information**

Pregnancy Care Center will ***never*** sell, rent, or lease the individuals’ information to any other organization, company or person. All information is kept private and viewed by a limited number of PCC staff/volunteers.

**Removing Names From the Mailing List**

At any time in the future, an individual may request that his or her name be removed from the mailing list. A removal request may be made by contacting PCC by mail or phone. The information will be removed as promptly as possible.