

Effective August 1, 2005

**Articles and information contained within Episcopal Retirement Homes' website are intended for informational purposes only and should not be substituted for medical advice. Consult with your physician if you have questions about or concerns related to your personal health.**

### **Our Commitment To Privacy:**

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage.

### **The Information We Collect:**

This notice applies to all information collected or submitted on Episcopal Retirement Homes' website. On some pages, you can submit an application for employment, make requests and register to receive materials. The types of personal information collected at these pages are:

- Name
- Address
- Email address
- Phone number
- Work history

On some pages, you can submit information about other people. For example, if you supply a name as a reference on an employment application, you will need to submit the reference's phone number. In this circumstance, the types of personal information collected are:

- Name
- Address
- Phone number

### **The Way We Use Information:**

We use the information you provide about yourself only to complete your request. We do not share this information with outside parties.

We use the information you provide about someone else only to request a reference for employment. We do not share this information with outside parties.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose unless specifically requested, and are not shared with outside parties.

You can register with our website if you would like to receive occasional emails updating our products and services. Information you submit on our website will not be used for this purpose unless you fill out the registration form.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

### **Our Commitment To Data Security:**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

**Our Commitment To Children's Privacy:**

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

**How You Can Access Or Correct Your Information:**

You can access all your personally identifiable information that we collect online and maintain by sending a request to the webmaster. We use this procedure to better safeguard your information.

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

**How To Contact Us:**

Should you have other questions or concerns about these privacy policies, please call us at (513) 271-9610 or send an email to [bmarrington@erhinc.com](mailto:bmarrington@erhinc.com).