

## **PRIVACY STATEMENT**

Your privacy is important to Missouri Association of Area Agencies on Aging (ma4). This privacy statement provides information about the personal information that ma4 collects and uses that personal information.

### **Disclaimer**

Links to web sites produced by organizations other than the ma4 are provided for your convenience. ma4 is not responsible for the content of linked web pages and does not endorse products or services that may be offered on the linked pages. Also, the privacy policies of these sites may differ from the privacy policy followed by ma4. Please report incorrect or outdated links to ma4.

### **Cookies**

"Cookies" are small files either stored on a server or sent back to a visiting computer. In certain applications user information is stored as "cookies", which are then sent back to and stored on the user's computer.

### **Linking Policy**

This web site contains hypertext links to external web sites and pages containing information created and maintained by public and private organizations other than ma4. ma4, at its sole discretion, will determine the external web sites to which we link. The inclusion of a hypertext link to an external web site is not intended as an endorsement of any product or service referenced on the linked web site, the organizations sponsoring the web site, or any views that might be expressed or referenced in the web site. Hypertext links to external web sites and pages may be removed or replaced at the sole discretion of the ma4 at any time without notice. If a hypertext link on the ma4 web site is not working, please contact us by using the contact information on our Contact Us link.

### **Privacy Policy**

We endeavor to collect only the minimum amount of information needed to provide services. If you do nothing during your visit to the ma4 web site but browse or download information, we automatically collect and store the following information about your visit:

1. The Internet domain and IP address from which you accessed our site;
2. The type of browser and operating system you used;
3. The date and time you visited this site;
4. The pages visited; and
5. If you linked from another web site, the address of that web site.

The information collected is used to improve the content of our web services and to help us understand how people are using our pages. We analyze our web site logs to continually improve the value of the materials available on our site. The information in our web logs is not personally viewable and no attempt is made to link it with the individuals that browse our web site. If, during your visit to [www.ma4web.org](http://www.ma4web.org), you send us an e-mail message, we will collect the e-mail address and contents of the message, including audio, video, and graphic information formats you send us. We use your e-mail address to respond appropriately. This may be to respond to you, to address issues you identify, to further improve our website, or to forward your message to another agency for appropriate action.

Where ma4 discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, ma4 may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

**Securing your data**

ma4 will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information. ma4 will store all the personal information you provide on its secure servers. Information relating to electronic transactions entered into via this website will be protected by encryption technology.

**Cross-border data transfers**

Information that ma4 collects may be stored and processed in and transferred between any of the countries from which the ma4 website can be accessed to enable the use of the information in accordance with this privacy policy. In addition, personal information that you submit for publication on the website will be published on the Internet and may be available around the world. You agree to such cross-border transfers of personal information.

**Updating this statement**

ma4 may update this privacy policy by posting a new version on this website. You should check this page occasionally to ensure you are familiar with any changes.

**Contact ma4**

Contact ma4 if you have any questions about this privacy policy or ma4's treatment of your personal information: [info@ma4web.org](mailto:info@ma4web.org)