

Guest House Privacy Policy

Guest House is committed to protecting the privacy of users of the Guest House web site. The information we collect is used exclusively to facilitate services that we provide to you. We value your privacy and will take all necessary steps to protect it.

Our company commitment to privacy

To make sure your personal information remains confidential, we have made protecting the confidential information of Guest House and our clients, a priority for every employee at Guest House.

Guest House does not knowingly solicit personal information from children or send them requests for personal information.

The Guest House web site or email correspondence may contain links to other sites. Guest House does not share your personal information with those sites and is not responsible for their privacy practices. We encourage you to learn about the privacy policies of those companies.

The Guest House Privacy Policy is subject to change at any time. We encourage you to review the privacy policy regularly for any changes.

Navigation Information

Each time you visit Guest House' web site, anonymous navigation information is collected by our servers. This information includes:

- The type of browser and operating system you are using
- The address of the referring site (i.e. the previous site you had visited) and the web site you leave our site to visit
- The date and time of your visit
- Your server's IP address
- The address of the pages you accessed

This provides Guest House with information about how the web site is used and navigated, including the number of hits, the frequency of visits and the duration of visits to each web page on the site. It does not personally identify individual users.

How we collect personal information off-line

Personal information will only be collected by lawful and fair means, for one or more specified purposes, which are relevant to Guest House' operations. When personal information is collected directly from the individual to whom it relates the purpose of collection will be identified and it will only be collected with the person's consent.

Why we collect personal information

If you have permitted us to use your information, we will use it to keep you updated on the latest company announcements, service updates, special offers and other information we think you'd like to hear about. This may occasionally include information from our technology partners about products and services that can add value to your organization. From time to time, we may also use your personal information to contact you to participate in a market research surveys, so that we can gauge customer satisfaction and develop better solutions.

Information collected on this site may also be combined and de-identified to provide Guest House with anonymous demographic and usage information. Guest House can then use this aggregated information to develop new and/or more appropriate services and products to offer to customers and may also be provided to third parties.

In addition, anonymous navigation information may be used for statistical analysis of the site, for marketing purposes and to tailor the content of the site to the needs of Guest House customers. Statistical information is not disclosed in connection with your personal information.

Security

We make our best efforts to ensure that our systems are secure. Guest House safeguards the security of the data you provide to us with physical, electronic and managerial procedures.

Any questions?

Please e-mail webmaster@guesthouse.org to resolve any questions, suggestions, concerns and complaints you might have regarding Guest House privacy practices.

Changes to this Privacy Statement

This Privacy Statement may change from time to time particularly as new industry codes and legislation are introduced. Any changes to Guest House' Privacy Statement will be highlighted in this area from time to time.

Terms of use for the Guest House web site and web site Disclaimer

Use of and access to this site is subject to the following terms and conditions, which you are deemed to have accepted by accessing this site.

The material contained in this web site is provided for general information purposes only. It does not constitute professional advice and must not be relied on. Despite our taking reasonable care, it may not be complete, up-to-date or applicable to the circumstances in a particular case.

Guest House makes no guarantees or representations as to the accuracy, reliability, or currency of information in this site or the results if its use. Links to other sites are provided only to facilitate the easy connection of users to those particular sites.

Guest House does not endorse or accept any liability for the content of the information or services (or the use of such information or services) that is provided on linked sites. Use of any information provided on any other site linked to this site is at the sole risk of users.

Intellectual Property

Guest House owns the trademarks, logos and service marks displayed on this site and users are prohibited from using the same without Guest House' written permission.

The materials on this site are protected by copyright and no part of such materials may be modified, reproduced, stored in a retrieval system, transmitted (in any form or by any means), copied, distributed, used for creating derivative works or used in any other way for commercial or public purposes without Guest House's prior written consent.

Guest House Privacy/Security

Guest House never sells or distributes any part of its mailing list to any organizations or companies. That's our pledge to you!

Donor Bill of Rights

PHILANTHROPY is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the non-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Developed and endorsed by:

American Association of Fund Raising Counsel (AAFRC)
Independent Sector
Association for Healthcare Philanthropy (AHP)
National Catholic Development Conference (NCDC)
Council for Advancement and Support of Education (CASE)
National Committee on Planned Giving (NCPG)
Association of Fundraising Professionals (AFP)
Council for Resource Development (CRD)
United Way of America
Copyright AFP (and others)

501(c)(3) Status

Guest House, Inc. is a 501(c)(3) organization, incorporated in Michigan. Donations are tax deductible to the fullest extent allowed by law. The information contained on this site is not intended as legal or tax advice and is provided solely for informational purposes. Contributors should consult their tax advisor regarding the tax deductibility of any gift or pledge. A copy of our current financial statement is available upon request by writing the Development Office at Guest House, Inc., 1601 Joslyn Road, Lake Orion, MI 48360.