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**The Experience of Neshama’s**

**Privacy Notice**

The Experience of Neshama has created this privacy statement to demonstrate our commitment to maintaining the privacy of visitors to our website and users of our Internet services.

This Privacy Policy is subject to change and interpretation by The Experience of Neshama.

**Notice to Minors**

If you are a minor, you should not provide information to The Experience of Neshama without the consent of a parent or guardian.

**Collection and Use of Information**

The Experience of Neshama collects general information about the usage of this website as well as any personal information that you provide. The personal information we collect depends on how you use our website and services. We will not distribute this information in a manner inconsistent with this policy unless required by law to monitor site usage and improve the quality of our website, our web host may gather general information about the use of our site. They use Web server logs and industry-standard website statistics software to count the number of users who visit our website and to count the number of views of pages, as well as to track other general statistics about our website. They may also collect and retain data regarding your domain name, language, type of browser and operating system, Internet service provider, Internet protocol (IP) address, and the website from which you arrived at The Experience of Neshama’s website. At times, our web host may share with third parties the aggregate information about overall usage of our website and other Internet services that they collect, in order to provide general information about their Internet services, sell advertising, or establish sponsorships or other business relationships. If you register for events or sign up for services online, The Experience of Neshama or its service provider will collect personal information necessary to process the transaction. This may include your name, address, telephone and fax numbers, e-mail address, and credit card number or other payment information. The personal information you provide is encrypted and sent to us using a secure method in order to assure that your personal information is securely and safely trans- mitted. However, no one can give an absolute assurance that information intended to be main- trained as private, whether transmitted via the Internet or otherwise, cannot be accessed inappropriately or unlawfully by third parties. We have taken and will continue to take reasonable steps to ensure the secure and safe transmission of your personal information. All nonpublic information submitted to The Experience of Neshama shall be used by Neshama and Neshama employees, independent contractors, and volunteers solely for purposes of The Experience of Neshama’s business operations.

The Experience of Neshama may: Disclose nonpublic information to third parties, to assist in providing services or for other business process for The Experience of Neshama. If so, The Experience of Neshama will work with its service providers to meet applicable privacy requirements. Compile and publish statistical data with respect to users of the site. Misuse or inappropriate disclosure of nonpublic information in a manner inconsistent with this policy is subject to appropriate action by The Experience of Neshama.

The Experience of Neshama website may use cookies. Cookies are small data files that are sent by a website and stored on your computer. Cookies are used by most websites. Cookies can contain information about your use of our site, but they are not used to identify or track you personally. Cookies you receive from the The Experience of Neshama website do not contain any personally identifiable information. If you do not want to accept cookies from our website or any others, most Web browsers have a setting to turn off the automatic acceptance of cookies. However, you should be aware that portions of our website may not function properly if you do not accept cookies

**Limitations**

This policy is not intended to, and does not, create any right or recourse on the part of any person as to any actual or alleged misuse or wrongful disclosure of information in violation ofthis policy or otherwise. The Experience of Neshama is not a financial institution or other entity required by law to adopt or publish this or any other privacy policy. The Experience of Neshama does not intend to – and denies that it does – by adoption or publication of this Privacy Policy subject itself to any stricter duty in its collection, handling, storage and disclosure of information than otherwise applies to The Experience of Neshama under applicable law. No person shall have any right or recourse against The Experience of Neshama on account of any violation or noncompliance with this Privacy Policy

**Data Privacy**

We use the personal information to run our programs and to help us improve services. Also, we are required to collect some personal information by organizations that fund our programs at The Experience of Neshama.

You do not have to give us information. However, without your information we may not be able to help you. Also, we may not be able to get help for you from other agencies.

You have a right to review the personal information that we have about you. If you find mistakes, you can ask us to correct them. You have a right to file a complaint if you feel that your data privacy rights have been violated.

Please tell our staff if you have questions. If you need a grievance form or a complete copy of our privacy policy, please ask our agency staff.

**Why do we collect this information?**

* To help keep this program and others like it going. We are required to case note our interactions with clients.
* So we know how many people we serve and the types of people we serve at our agency and in the state.
* So we all understand what people need and can plan services to meet these needs.

**Who can see information that is in The Experience of Neshama’s Data?**

* People who work for this agency will use it to help provide services to you or your family.
* Other agencies like this agency that provide services and have received permission from you to see your information. A copy of the current list of participating agencies is available upon request.
* Auditors or funders who have legal rights to review the work of this agency, such as the U.S. Department of Housing and Urban Development and other state or local government entities.
* Organizations that run, administer, and work on the system, such as the Institute for Community Alliancesor Local System Administrators. When these organizations work on the system, they may see information about you.
* People using HMIS information to do research and write reports, including, but not limited to, the Minnesota Department of Human Services (DHS). Your personally identifiable information will never appear in research reports.
* The law says we have to report physical or sexual abuse of children and vulnerable adults. If we think there is abuse or neglect in your household, we will report it to Child or Adult Protection.
* We may release your information to protect the health or safety of you or others as required by law.
* Others as required by law, including officials with a valid subpoena, warrant, or court order. We will not release your information for any other use unless you permit us in writing.

**How is your privacy protected?**

* All users of data must sign an agreement to protect your privacy and comply with state and federal laws and policies before seeing any information.
* The computer program used for this purpose has industry standard security protocols and is updated regularly to meet these security requirements.

**What are your rights?**

* If you do not want your name, social security number, or date of birth entered in , tell the intake worker. This agency will not refuse to help you for denying this. However, federal and state regulations may require limited data collection for funding purposes.
* You have the right to request a copy of the Minnesota’s The Experience of Neshama’s information about you.
* You have the right to correct mistakes in The Experience of Neshama’s data information about you.
* If you think this agency violated your privacy rights, you have the right to complain or appeal. Ask a staff person for a complaint and appeal form.

**Contacting The Experience of Neshama**

We welcome your comments, suggestions, or questions about our privacy statement and The Experience of Neshamas privacy practices. We also welcome your request to elect to not receive certain forms of communication from The Experience of Neshama. Please contact us:

**Email:**

[Info@exnesh.com](mailto:Info@exnesh.com)

**Phone:**

651-612-9117

**Fax:**

651-318-3637

**Mail:**

1 West Water St #220 St. Paul. MN 55107