



LIFERING PRIVACY POLICY

The Information We Collect | This information is provided to explain our information practices and the choices you have in the way information is collected and used.

We do not require personally identifiable information for you to access and use our resources as a member in online or physical LifeRing meetings. Certain functions, such as registering for responding to surveys, filling out forms, ordering print publications, registering for chat or email lists and forums, may require you to voluntarily submit personally identifiable information, which may include your name, physical address, email address and/or telephone numbers.

Whenever personally identifiable information will be retained by the organization in order to contact you, you will be given the option to “opt in” and become a LifeRing “participant”, or to “opt out” and remain a member. Since “participation” is provided only in order to maintain regular contact with members, the requirement for opting in as a participant is, EITHER: a legal name AND an email address; OR a legal name AND a physical address.

When you send unsolicited postal mail, email, telephone, text or other communications directly to the LifeRing Service Center, to a LifeRing Convenor, Regional Representative, Service Staff, or the Board of Directors, we may retain those communications in order to process your inquiries, respond to your requests and to improve our services. Such direct communications are not considered requests to “opt-in” to LifeRing participation unless participation is specifically requested.

LifeRing strongly suggests that people who are concerned about confidentiality and anonymity create a single online identity and a separate email address for sobriety activities, and use that email address to access LifeRing’s online resources.

How We Use Your Information | When you choose to opt-out of participation: Any personally identifiable information is kept strictly confidential and is used solely by LifeRing for the specific purpose that it was originally given. We do not provide or forward personally identifiable information to any other organization or to government.

When you choose to opt-in to participation: Any personally identifiable information submitted by you may be used to contact you by other LifeRing members, to send you periodic mailings via the postal service or email, . We do not provide or forward personally identifiable information to any other organization.

LifeRing Convenors, Regional Representatives, Service Staff, and the Board of Directors are required to become LifeRing participants, and to provide a legal name, physical address, and an email address or telephone number for contact. Only the name and email address of these individuals will be listed in online and material publications such as meeting schedules, or workshop or conference announcements, unless the individual has specifically given permission to list additional information, such as telephone numbers or addresses.

We may also use the information you provide to protect the rights or property of LifeRing or its members. If we use this information in a manner different than the purpose for which it was collected, then we will ask for your consent prior to such use.

Cookies | Portions of our web site use “cookies,” small text files placed on your computer in order to ease identification of internet users. LifeRing uses cookies to facilitate your ongoing access to and use of the web site,



to track site usage, and to compile aggregate data . We do not link personally identifiable information submitted by you through online forms to the data stored in the cookies. Most browsers and certain third-party utilities allow for you to accept or deny cookies from this or any other website. If you deny the use of cookies you will still be able to use LifeRing’s online resources.

Third Party Sites | Portions of LifeRing’s website contain links to other websites, and other, third party sites may represent LifeRing meetings or activities in a particular geographic area or directed to a specific group of members. LifeRing does not monitor or control these third party sites, even those which represent chartered entities, or when the sites use the LifeRing name or logo, or when a link to those websites originates from the LifeRing.org website.

Whenever you link away from the LifeRing website as evidenced by “LifeRing.org “ no longer appearing in the address field of your computer, you should consult the other website’s privacy statement for more information, as those practices may differ from ours.

Participant Data | Personally identifiable information provided by people who have decided to “opt-in” to LifeRing participation is stored in a networked database. We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, including appropriate encryption and physical security measures to guard against unauthorized access to systems where we store personal data.

We restrict access to personal information to LifeRing volunteer staff, employees, contractors and agents who need to know that information in order to process it on our behalf. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

Information Sharing | LifeRing only shares personal information with other organizations or individuals outside of LifeRing in the following limited circumstances:

We have your consent for the specific purpose. We require written or digital opt-in consent for the sharing of any sensitive personal information.

We provide such information to trusted contractors for the purpose of processing personal information on our behalf. We require that these parties agree to process such information based on our instructions and in compliance with this Privacy Policy and any other appropriate confidentiality and security measures.

We have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental request, (b) enforce applicable Terms of Service, including investigation of potential violations thereof, (c) detect, prevent, or otherwise address fraud, security or technical issues, or (d) protect against harm to the rights, property or safety of LifeRing, its members or the public as required or permitted by law.

Accessing and Updating Personal Information | When you use LifeRing services, we make good faith efforts to correct personal data if it is inaccurate or to delete such data at your request if it is not otherwise required to be retained by law or for legitimate organizational purposes. We ask individual users to identify themselves and the information requested to be accessed, corrected or removed before processing such requests, and we may decline to process requests that are unreasonably repetitive or systematic, require disproportionate technical



effort, jeopardize the privacy of others, or would be extremely impractical . Because of the way we maintain certain services, after you delete your information, residual copies may take a period of time before they are deleted from our active servers and may remain in our backup systems.

Changes to this Privacy Policy | Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Privacy Policy without your explicit consent. We will post any Privacy Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Privacy Policy changes). We will also keep prior copies of this Privacy Policy in an archive for your review.

This Privacy Policy was last revised on March 13, 2011, and was approved by the LifeRing Board of Directors on March 13, 2011.

How to Contact Us | If you have any questions or concerns about this privacy statement, you may contact us at: LifeRing Service Center, 1440 Broadway Suite 400, Oakland CA 94612, Toll-Free: 1-800-811-4142 Email: service@lifering.org.

approved 03-2011