



## Web Privacy Statement

Woodland Hills is committed to protecting the privacy of those who visit our website. This Privacy Statement explains how we handle information obtained from visitors to our website.

Your use of this site indicates that you understand and agree to be bound by this Privacy Statement. Woodland Hills reserves the right to modify the Privacy Statement, in whole or in part at any time. Changes will be effective upon posting to this website. Your continued use of Woodland Hills' website following any change to this Privacy Statement indicates that you agree to be bound by that change.

### **Collection and Use of Information**

Woodland Hills is the sole owner of the information collected on its website. Woodland Hills does not commercially sell any customer lists or e-mail addresses.

We do not collect personally identifiable information via the website unless a website visitor voluntarily supplies it as part of a request for service or information. In those cases, the personally identifiable information will only be used to perform the requested service or to provide the requested information.

We may also collect non-personally identifiable demographic data on our visitors to improve the site and enhance services. These demographic trends will not be traceable to any individual web user's personal information.

Woodland Hills may disclose personal information if permitted or required to do so by law, or when doing so is based on a good-faith belief that such action is necessary to comply with a court order or legal process served on Woodland Hills.

### **Internet Cookies**

Cookies are small files that are placed on a website user's computer hard drive and which are used to distinguish each website visitor. We do not use cookies to keep track of personally identifiable information about website users, nor do we use cookies to retrieve information from your computer which was not originally sent in a cookie. While the use of cookies is a standard practice among websites, a user can, depending upon the capabilities of his or her computer, reject the use of cookies and still use our website. Except as described in this Privacy Statement, we do not use information transferred through cookies for any promotional or marketing purposes, nor is that information shared with any third parties except when those third parties are performing services for Woodland Hills.

### **Links to Third Party Web Sites**

The Woodland Hills website may contain links to other websites. This Privacy Statement only applies to our website. Woodland Hills is not responsible for the privacy policies or practices of other websites. We encourage our users to be aware when they leave our site and to read the privacy statements of each website that collects personally identifiable information.

**Security Policy**

We exercise care in providing secure transmission of your information from your personal computer to our website. Personal information collected by the Woodland Hills website is stored in secure operating environments that are not available to the public. Only those employees who need access to your information in order to do their jobs are allowed access.

**Managing Your Information**

Woodland Hills enables you to correct or update personally identifiable information that you have previously provided to us. For career/internships send an email to [contact.hr@woodlandhills.org](mailto:contact.hr@woodlandhills.org) indicating the information you wish to correct or update. For donations and alumni relations send an email to [contact.ar@woodlandhills.org](mailto:contact.ar@woodlandhills.org).

**Opt-Out Procedures**

You may opt-out of receiving email or other communications at any time. To remove your personally identifiable information (including your email address) from our database, send an email to [contact.ar@woodlandhills.org](mailto:contact.ar@woodlandhills.org) with the word "remove" in the subject line.

**Questions**

We are continually improving our site. We want you and your family to be confident in using this website as a resource. We encourage you to contact us at [contact.ar@woodlandhills.org](mailto:contact.ar@woodlandhills.org) with any questions or suggestions for improving our site so that we can better serve you in the future.