

OUR LADY OF LOURDES COUNCIL #17379

ORGANIZATIONAL AND WEBSITE POLICIES

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Knights of Columbus Council 17379
Revised March 20, 2024



Refund Policy:

As an organization committed to serving our members and community with integrity and transparency, Knights of Columbus Council 17379 strives to ensure that all transactions are conducted fairly and accurately. However, we understand that circumstances may arise where a refund is necessary. Please review the following refund policy:

1. Membership Dues:

- Membership dues are non-refundable once paid.
- In the event of overpayment or erroneous charges, refunds will be issued upon request and verification of the transaction.

2. Event Registrations and Donations:

- Event registrations and donations are considered non-refundable unless otherwise stated at the time of transaction.
- Refund requests for event registrations and donations will be considered on a case-by-case basis, taking into account extenuating circumstances.

3. Product Purchases:

- Refunds for product purchases will be issued within 30 days of purchase date, provided the product is returned in its original condition.
- Shipping and handling fees are non-refundable unless the product is damaged or defective upon receipt.

4. Scholarship and Charitable Contributions:

- Contributions made towards scholarships or charitable causes are non-refundable.

5. Refund Process:

- To request a refund, please contact Knights of Columbus Council 17379 administrative office with your transaction details and reason for the refund request.
- Refunds will be processed within a reasonable timeframe upon approval of the request.

Please note that Knights of Columbus Council 17379 reserves the right to amend this refund policy at any time without prior notice.

Statement of Non-Profit Status:

Knights of Columbus Council 17379 is a registered 501(c)(3) non-profit organization dedicated to charitable endeavors, community service, and the promotion of fraternal values. As a 501(c)(3) organization, we operate exclusively for charitable, educational, religious, and social welfare purposes. Contributions to Knights of Columbus Council 17379 may be tax-deductible to the extent allowed by law. We are committed to upholding the highest standards of accountability and transparency in our operations to fulfill our mission of serving those in need and supporting our communities.

Website Terms and Conditions:

Welcome to the Knights of Columbus Council 17379 website. These terms and conditions govern your use of our website. By accessing or using our website, you agree to comply with these terms and conditions. If you disagree with any part of these terms and conditions, please do not use our website.

1. **Content:** a. The content of this website is for general information and educational purposes only. It is subject to change without notice. b. We do not provide any warranty or guarantee as to the accuracy, completeness, or suitability of the information and materials found or offered on this website for any particular purpose.
2. **Use of Materials:** a. All materials and content on this website, including but not limited to text, graphics, logos, images, audio clips, digital downloads, and data compilations, are the property of Knights of Columbus Council 17379 or its licensors and are protected by copyright laws. b. You may not reproduce, distribute, modify, transmit, reuse, repost, or use the content of this website for commercial purposes without prior written permission from Knights of Columbus Council 17379.
3. **User Conduct:** a. You agree to use this website only for lawful purposes and in a manner that does not infringe upon the rights of others or restrict or inhibit their use and enjoyment of the website. b. You may not use this website to transmit or upload any material that is defamatory, obscene, offensive, or otherwise objectionable.
4. **Third-Party Links:** a. This website may include links to third-party websites for your convenience and to provide further information. These links do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s). b. Your use of any third-party websites is subject to their respective terms and conditions.
5. **Limitation of Liability:** a. Knights of Columbus Council 17379, its officers, directors, employees, agents, and affiliates shall not be liable for any direct, indirect, incidental, special, or consequential damages arising out of or in any way connected with your use of this website. b. Your use of any information or materials on this website is entirely at your own risk.
6. **Privacy Policy:** a. Our Privacy Policy governs the collection, use, and disclosure of personal information provided by users of this website. b. By using this website, you consent to the terms of our Privacy Policy.
7. **Changes to Terms and Conditions:** a. Knights of Columbus Council 17379 reserves the right to modify or amend these terms and conditions at any time without prior notice. Changes will be effective immediately upon posting on this website. b. It is your responsibility to review these terms and conditions periodically to stay informed of any updates.

By continuing to use the Knights of Columbus Council 17379 website, you acknowledge that you have read, understood, and agree to be bound by these terms and conditions. If you have any questions or concerns, please contact us.

Privacy Policy:

This Privacy Policy describes how Knights of Columbus Council 17379 ("we", "us", or "our") collects, uses, and protects the personal information you provide when using our website.

1. Information We Collect: a. Personal Information: When you visit our website, we may collect personal information such as your name, email address, phone number, and postal address if you voluntarily provide it to us through contact forms or other means. b. Usage Information: We may also collect non-personal information about your interaction with our website, such as your IP address, browser type, operating system, and pages visited, through cookies and similar technologies.
2. Use of Information: a. We may use the personal information you provide to respond to your inquiries, fulfill your requests, process donations, or provide you with information about our activities and events. b. We may use usage information to analyze trends, administer the website, track users' movements around the site, and gather demographic information for aggregate use. c. We will not sell, rent, or lease your personal information to third parties unless we have your permission or are required by law to do so.
3. Data Security: a. We are committed to ensuring that your personal information is secure. We have implemented appropriate technical and organizational measures to safeguard and secure the information we collect online. b. However, please note that no method of transmission over the internet or method of electronic storage is 100% secure. While we strive to protect your personal information, we cannot guarantee its absolute security.
4. Third-Party Links: a. Our website may contain links to third-party websites for your convenience and information. We have no control over the content or privacy practices of these websites and are not responsible for their practices. We encourage you to review the privacy policies of any third-party sites you visit.
5. Children's Privacy: Our website is not intended for children under the age of 13 in compliance with the Children's Online Privacy Protection Act (COPPA). We do not knowingly collect personal information from children under 13. If we learn that we have collected personal information from a child under 13 without verifiable parental consent, we will promptly take steps to delete the information from our records. Parents or guardians who believe that their child has provided personal information to us without their consent can contact us to request the removal of the information. We are committed to protecting the privacy and safety of children online and encourage parents and guardians to take an active role in their children's online activities. If you have any questions or concerns about children's privacy or our data practices, please contact us using the information provided on our website.
6. Changes to Privacy Policy: a. We reserve the right to update or change this Privacy Policy at any time. Any changes will be posted on this page with a revised effective date. Your continued use of our website after any changes to this Privacy Policy will constitute your acceptance of such changes.
7. Contact Us: a. If you have any questions or concerns about this Privacy Policy or our data practices, please contact us using the information provided on our website.

By using the Knights of Columbus Council 17379 website, you consent to the collection and use of your personal information as described in this Privacy Policy.

Cookie Policy:

This Cookie Policy explains how Knights of Columbus Council 17379 ("we", "us", or "our") uses cookies and similar tracking technologies on our website.

1. What are Cookies? Cookies are small text files that are placed on your device (computer, smartphone, tablet) when you visit our website. They are commonly used to make websites work more efficiently and to provide information to the website owners.
2. Types of Cookies We Use: a. Strictly Necessary Cookies: These cookies are essential for the operation of our website. They enable core functionality such as page navigation and access to secure areas of the website. Without these cookies, the website cannot function properly. b. Performance Cookies: These cookies collect information about how visitors use our website, such as which pages are visited most frequently and if any error messages are encountered. This information is used to improve the performance and usability of the website. c. Functionality Cookies: These cookies allow our website to remember choices you make (such as language preferences) and provide enhanced features and personalization. They may also be used to provide services you have requested, such as watching a video or commenting on a blog post. d. Targeting Cookies: These cookies are used to deliver targeted advertisements based on your interests and browsing history. They may also be used to track the effectiveness of advertising campaigns.
3. Third-Party Cookies: We may also use third-party cookies provided by trusted third-party service providers, such as analytics providers and advertising networks. These cookies may collect information about your browsing habits across different websites and over time.
4. Cookie Consent: By using our website, you consent to the use of cookies as described in this Cookie Policy. You can manage your cookie preferences by adjusting your browser settings to block or delete cookies. However, please note that blocking or deleting cookies may affect the functionality of our website.
5. Cookie Management: You can control and manage cookies in various ways, including by adjusting your browser settings and using browser extensions. Most web browsers allow you to block or delete cookies, or to be notified before a cookie is set. For more information about how to manage cookies, visit the help or support page of your web browser.
6. Changes to Cookie Policy: We reserve the right to update or change this Cookie Policy at any time. Any changes will be posted on this page with a revised effective date. Your continued use of our website after any changes to this Cookie Policy will constitute your acceptance of such changes.
7. Contact Us: If you have any questions or concerns about this Cookie Policy or our use of cookies, please contact us using the information provided on our website.

By continuing to use the Knights of Columbus Council 17379 website, you acknowledge that you have read, understood, and agree to be bound by this Cookie Policy.

Acceptable Use Policy:

This Acceptable Use Policy ("Policy") governs the use of the Knights of Columbus Council 17379 ("we", "us", or "our") website. By accessing or using our website, you agree to comply with this Policy.

1. **Prohibited Activities:** You agree not to use our website for any unlawful or prohibited purpose, including but not limited to:
 - a. Violating any applicable laws, regulations, or statutes.
 - b. Posting, transmitting, or disseminating any unlawful, defamatory, obscene, or offensive material.
 - c. Infringing upon the rights of others, including intellectual property rights.
 - d. Interfering with or disrupting the operation of the website or servers.
 - e. Engaging in any activity that could harm, damage, or impair the website or its users.
 - f. Attempting to gain unauthorized access to any part of the website or its systems.
 - g. Impersonating any person or entity or misrepresenting your affiliation with any person or entity.
2. **Content Standards:** When using our website, you agree to adhere to the following content standards:
 - a. Content must be accurate, truthful, and not misleading.
 - b. Content must not contain any confidential or proprietary information belonging to others.
 - c. Content must not infringe upon any copyright, trademark, or other intellectual property rights.
 - d. Content must not contain any viruses, malware, or harmful code.
3. **User Conduct:** You agree to conduct yourself in a professional and respectful manner when interacting with our website and other users. You will not engage in any behavior that is harassing, abusive, or offensive to others.
4. **Reporting Violations:** If you become aware of any violation of this Policy or any misuse of our website, please report it to us immediately using the contact information provided on our website.
5. **Consequences of Violation:** Violation of this Policy may result in disciplinary action, including but not limited to suspension or termination of access to our website. We reserve the right to take appropriate legal action against individuals or entities that violate this, Policy.
6. **Changes to Policy:** We reserve the right to update or change this Policy at any time without prior notice. Any changes will be effective immediately upon posting on this page. Your continued use of our website after any changes to this Policy will constitute your acceptance of such changes.
7. **Contact Us:** If you have any questions or concerns about this Acceptable Use Policy or our website, please contact us using the information provided on our website.

By accessing or using the Knights of Columbus Council 17379 website, you acknowledge that you have read, understood, and agree to be bound by this Acceptable Use Policy.

Data Retention Policy:

This Data Retention Policy ("Policy") outlines the guidelines and procedures followed by Knights of Columbus Council 17379 ("we", "us", or "our") regarding the retention and disposal of personal data collected through our website.

1. **Purpose:** The purpose of this Policy is to ensure that personal data collected through our website is retained only for as long as necessary to fulfill the purposes for which it was collected, and to comply with legal, regulatory, and business requirements.
2. **Types of Data:** This Policy applies to all personal data collected or processed through our website, including but not limited to:
 - Contact information (e.g., name, email address, phone number)
 - Demographic information (e.g., age, gender, location)
 - Donation and payment information
 - Communication preferences
3. **Retention Period:** We will retain personal data collected through our website for the duration necessary to fulfill the purposes for which it was collected, unless a longer retention period is required or permitted by law. The retention period may vary depending on the type of data and the specific purposes for which it was collected, but we will not retain personal data for longer than is reasonably necessary.
4. **Data Disposal:** At the end of the retention period, or when personal data is no longer necessary for the purposes for which it was collected, we will securely dispose of the data in a manner that prevents unauthorized access, disclosure, or misuse. Data disposal methods may include deletion, shredding, or permanent erasure from electronic storage devices.
5. **Exceptions:** Certain legal or regulatory requirements may necessitate longer retention periods for specific types of data. In such cases, we will comply with applicable legal obligations and ensure that personal data is retained only for as long as necessary to fulfill those obligations.
6. **Data Security:** We are committed to maintaining the security and confidentiality of personal data collected through our website. We will implement appropriate technical and organizational measures to protect personal data against unauthorized access, disclosure, alteration, or destruction.
7. **Policy Review:** This Policy will be reviewed periodically and updated as necessary to ensure its continued effectiveness and compliance with applicable laws and regulations.
8. **Contact Us:** If you have any questions or concerns about this Data Retention Policy or our data practices, please contact us using the information provided on our website.

By using the Knights of Columbus Council 17379 website, you acknowledge that you have read, understood, and agree to be bound by this Data Retention Policy.

Accessibility Policy:

Knights of Columbus Council 17379 ("we", "us", or "our") is committed to ensuring that our website is accessible to individuals with disabilities. We strive to adhere to the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA standards, to ensure that our website is usable and navigable by everyone, regardless of their abilities or impairments.

1. **Accessibility Features:** We have implemented various accessibility features on our website to make it easier for users with disabilities to navigate and interact with the content. These features may include:
 - Alternative text for images and non-text content.
 - Keyboard navigation support.
 - Clear and consistent navigation menus.
 - Descriptive headings and page titles.
 - Adjustable text sizes and color contrast options.
 - Compatibility with screen readers and other assistive technologies.
2. **Accessibility Testing:** We regularly conduct accessibility testing and audits of our website to identify and address any accessibility barriers or issues. We use automated testing tools, manual testing methods, and user feedback to ensure that our website meets accessibility standards and best practices.
3. **Ongoing Improvements:** We are committed to continuously improving the accessibility of our website. We regularly review and update our website content and design to incorporate accessibility best practices and address any accessibility issues that may arise.
4. **Accessibility Statement:** We have prepared this Accessibility Policy to demonstrate our commitment to accessibility and to provide transparency about our efforts to make our website accessible to all users. This policy is available on our website and is reviewed periodically to ensure its accuracy and effectiveness.
5. **Contact Us:** If you encounter any accessibility barriers or have difficulty accessing any part of our website, please contact us using the information provided below. We welcome your feedback and will make every effort to address your concerns promptly.
6. **External Resources:** We may provide links to external websites or resources that are not under our control. While we strive to ensure that all linked content is accessible, we cannot guarantee the accessibility of third-party websites or resources.

By using the Knights of Columbus Council 17379 website, you acknowledge that you have read, understood, and agree to be bound by this Accessibility Policy. We are committed to providing an accessible and inclusive online experience for all users, and we welcome your input and feedback on how we can improve.

Copyright and Intellectual Property Policy:

Knights of Columbus Council 17379 ("we", "us", or "our") respects the intellectual property rights of others and expects our website users to do the same. This Copyright and Intellectual Property Policy outlines our policies regarding copyright infringement and the use of intellectual property on our website.

1. **Ownership of Content:** All content, including text, graphics, logos, images, audio clips, video clips, and other materials, available on our website is the property of Knights of Columbus Council 17379 or its licensors and is protected by copyright laws and other intellectual property rights.
2. **Permissions and Licensing:** Unless otherwise stated, the content on our website is provided for personal, non-commercial use only. You may not reproduce, distribute, modify, transmit, or use the content of our website for commercial purposes without prior written permission from Knights of Columbus Council 17379 or the respective copyright owner.
3. **Copyright Infringement:** We take copyright infringement seriously and will respond to notices of alleged copyright infringement in accordance with the Digital Millennium Copyright Act (DMCA) and other applicable laws. If you believe that your copyrighted work has been used or copied in a way that constitutes copyright infringement, please notify us immediately using the contact information provided below.
4. **Trademarks:** All trademarks, service marks, and trade names displayed on our website are the property of their respective owners. Use of trademarks or logos without the prior written consent of the trademark owner may constitute trademark infringement and unfair competition.
5. **User-Generated Content:** Users who contribute or submit content to our website retain ownership of their intellectual property rights. By submitting content to our website, you grant Knights of Columbus Council 17379 a non-exclusive, royalty-free, perpetual, and worldwide license to use, reproduce, modify, adapt, publish, translate, distribute, and display the content in connection with our website.
6. **Reporting Intellectual Property Violations:** If you believe that your intellectual property rights have been violated or that content on our website infringes upon your copyright or trademark rights, please contact us immediately using the information provided below. We will investigate the matter promptly and take appropriate action as necessary.
7. **Contact Us:** If you have any questions or concerns about this Copyright and Intellectual Property Policy or if you wish to request permission to use copyrighted material, please contact us using the information provided on our website.

By using the Knights of Columbus Council 17379 website, you acknowledge that you have read, understood, and agree to be bound by this Copyright and Intellectual Property Policy. We reserve the right to update or change this policy at any time without prior notice.

External Links Policy:

Knights of Columbus Council 17379 ("we", "us", or "our") may provide links to external websites or resources for informational purposes or to provide further information on certain topics. This External Links Policy outlines our guidelines regarding the inclusion of external links on our website.

1. **Third-Party Websites:** Our website may contain links to third-party websites that are not owned or controlled by Knights of Columbus Council 17379. We do not endorse or assume any responsibility for the content, privacy practices, or terms of use of these third-party websites.
2. **Disclaimer of Liability:** We disclaim any liability for the accuracy, completeness, or reliability of information provided on third-party websites linked from our website. Users access external websites at their own risk and are encouraged to review the privacy policies and terms of use of any third-party sites they visit.
3. **Purpose of Links:** Links to external websites are provided for informational purposes only and do not imply endorsement or recommendation by Knights of Columbus Council 17379. We may include links to external resources to provide additional information or resources on topics of interest to our website users.
4. **No Warranty:** We make no representations or warranties regarding the availability, reliability, or quality of content on third-party websites linked from our website. We do not guarantee the accuracy, currency, or suitability of information provided on external sites.
5. **Removal of Links:** We reserve the right to remove or discontinue links to external websites at any time without prior notice. While we strive to ensure that all linked content is appropriate and relevant, we cannot guarantee the ongoing suitability of external resources.
6. **Reporting Inappropriate Links:** If you encounter a link on our website that you believe is inappropriate, outdated, or no longer relevant, please contact us using the information provided below. We will investigate the matter promptly and take appropriate action as necessary.
7. **Contact Us:** If you have any questions or concerns about this External Links Policy or the inclusion of external links on our website, please contact us using the information provided on our website.

By using the Knights of Columbus Council 17379 website, you acknowledge that you have read, understood, and agree to be bound by this External Links Policy. We reserve the right to update or change this policy at any time without prior notice.