



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Burbank Community YMCA **EXTERNAL PRIVACY POLICY** (condensed version) July 2015

### **We keep your private information private by:**

- Not selling your information and restricting who has access to your information.
- This policy applies to the personal information that you provide to the Burbank Community YMCA. The Burbank Community YMCA collects personally identifiable information from you when you voluntarily submit such information to us.
- The Burbank Community YMCA may share personally identifiable information with trusted service providers that need access to your information to provide operational or other support services.
- You may contact YMCA with inquiries or complaints regarding the use of information about you.
- The YMCA takes appropriate administrative, technical and physical measures to safeguard against unauthorized processing of personal information, and against the accidental loss of, or damage to, personal data, although we cannot provide an absolute guarantee of the security of our Site or any other site on the Internet.

### **Updating your Personal Information**

- You can update your personal information online during Y program online registrations or contact the Membership Office.
- Please do not send Social Security Numbers or other sensitive information to us via unencrypted email.

You may request the entire External Privacy Policy by contacting the Y's Executive Assistant, Doris Umemoto at [doris@burbankymca.org](mailto:doris@burbankymca.org) or 818-845-8551 x226.