TUTORING CHICAGO'S PRIVACY STATEMENT

Tutoring Chicago is committed to respecting the privacy of our students, families, volunteers and donors. We have developed this Privacy Policy to promote transparency and ensure that the information and data that is collected by Tutoring Chicago will not be shared with a third party.

Tutoring Chicago provides this Privacy Policy to make you aware of how your information is used. We also want to provide our donors and benefactors with the opportunity to remove your name from our mailing list, if you desire to do so.

Reasons for collecting information from students, families and donors

Tutoring Chicago uses information it collects to understand the needs of the students, the families that support the students and its donors in order to provide better service and be responsive to everyone's concerns. Specifically, the information is used to track a student's progress throughout the school year and from year-to year. Tutoring Chicago uses donor and benefactor information to develop and maintain a database of individuals and organizations that support the organization; to facilitate good communication between the organization and individual donors, foundations, and other not-for-profit organizations; and to provide updates on the organization's accomplishments and future goals. Credit card numbers and banking information are used only for donation or payment processing and are not retained for other purposes. We appreciate and use any feedback provided to the organization in order to provide you with information that is requested, and we take seriously each recommendation as to how Tutoring Chicago can improve its communication and better serve the children in our community.

Types of information collected from donors

Tutoring Chicago collects and maintains the following types of information from donors and benefactors:

- Contact information: name, organization, complete address, phone number, e-mail address;
- Payment information: credit card number and expiration date, and billing information;
- Information concerning how you heard about Tutoring Chicago;
- Information you wish to share: questions, comments, suggestions; and
- Requests to receive periodic updates: e.g., to individuals who request it, we will send periodic mailings related to specific fund-raising appeals and events, tutoring events, and newsletters.

Types of information collected from volunteers

- Contact information: name, work information, education, complete address, phone number, e-mail address;
- Information concerning how you heard about Tutoring Chicago; and
- Information you wish to share: questions, comments, and suggestions.

Types of information collected from students/families

- Contact information: name, work information, education, complete address, phone number, e-mail address, child's school and teacher;
- Information concerning how you heard about Tutoring Chicago;
- Information you share concerning the child's academic and social needs, quarterly grades, school attendance;
- Information requested of the child's teacher regarding test scores, school performance and needs; and
- Information you wish to share: questions, comments, and suggestions.

Disclosure of information collected

Tutoring Chicago does not share, sell, rent, or lease personal information of its students, families and volunteers with other organizations not involved in the Tutoring Chicago program. Tutoring Chicago does publish and make available to the public the identity of foundations, organizations and charities that donate and support Tutoring Chicago in its annual report, fundraising proposals or on its website. If you or your organization do not wish to have your identity associated with Tutoring Chicago, you are encouraged to make your contributions anonymously or request that Tutoring Chicago not share your identity in its published materials or website.

Tutoring Chicago uses the student data collected from parents, teachers and internal assessments to inform the child's tutor of his/her progress throughout the school year and determine instruction or programming from the organization. Aggregate data is used to measure and report on overall constituent progress in the spring of each year.

Tutoring Chicago shares basic student contact information with tutor(s) assigned to that child; and encourages volunteers to share their contact information with the child and child's family.

Opting out of our mailing list

Tutoring Chicago does not want to send unwanted mail or information to our donors and benefactors. Please contact us if you wish to be removed from our mailing list. Likewise, if you have comments or questions about Tutoring Chicago's privacy policy, please call us at (312) 397-9119.