

Longmont Community Justice Partnership Privacy Policy

Effective Date: April 15, 2020

Thank you for visiting the Longmont Community Justice Partnership (LCJP) website. LCJP respects your privacy.

Section 1 of this policy is divided into 3 parts (A, B, & C) according to user type. It outlines what personal information is collected by LCJP and how that information is safely stored and used by LCJP.

Section 2 of this policy addresses your rights to privacy as an LCJP user. It also specifies what LCJP will do with your information and, just as importantly, what we will NOT do with your information.

By using the services of LCJP, you are agreeing to the Terms of Service, and acknowledge you have read and understood the Privacy Policy and Cookie Policy of LCJP.

Definitions:

“Users” mean those people who use the services of LCJP, including visitors coming to the LCJP website.

There are three categories of users:

- 1. Visitors to the LCJP website**
- 2. Individuals who volunteer with LCJP, donate to LCJP, and participate in LCJP trainings**
- 3. Individuals who are referred to LCJP for Restorative Justice Services**

SECTION 1 PART A

1. Visitors to the LCJP website

The Longmont Community Justice Partnership (LCJP) respects your privacy. While our webhost, Squarespace, collects basic information on your browsing device, including IP address, browser type, and operating system type, LCJP does not retain this information.

SECTION 1 PART B

2. Individuals who volunteer with LCJP, donate to LCJP, and participate in LCJP trainings

Personal Information:

The Longmont Community Justice Partnership (LCJP) collects personal information in order for it to provide restorative justice practices to the community.

For individuals who volunteer with LCJP, donate to LCJP, and participate in LCJP trainings, LCJP collects the following information: first and last name(s), address(es), phone number(s), e-mail address(es), date(s) of birth, gender, race, ethnicity, and family relationship(s). This information is collected either in person, over the phone, or via a secure form on our website.

If you participate in any surveys or promotions, we may collect similar information as stated above.

If you sign up for mail or email information about LCJP, we will collect your email address, which will automatically be entered into our email platform, which is hosted by Constant Contact.

We will also maintain other information you voluntarily provide to us.

How Your Information is Stored:

We maintain your personal information and your use of the LCJP services in accordance with your involvement with LCJP. LCJP stores personal information on category 2 users on two secure cloud-based databases: the Zoho CRM Donor database and the Volunteer Matters database. Both databases are configured with stringent network permissions, use encryption for sensitive data, and are password-protected to guard against accidental or unlawful destruction, accidental loss, unauthorized alteration, unauthorized disclosure or access, misuse, and any other unlawful access.

SECTION 1 PART C

3. Individuals who are referred to LCJP for Restorative Justice Services

Personal Information:

The Longmont Community Justice Partnership (LCJP) collects personal information in order for it to provide restorative justice practices to the community.

Personal information is collected via police reports and other interagency judicial documents that are used to initiate the referral of your case to LCJP. This information includes first and last name(s), address(es), phone number(s), e-mail address(es), date(s) of birth, gender, race, ethnicity, and family relationship(s).

We will also maintain other information you voluntarily provide to us.

How Your Information is Stored:

The personal information of clients referred to LCJP for Restorative Justice is kept in a database which can be accessed by LCJP staff only.

We maintain your personal information and your use of the LCJP services in accordance with your involvement with LCJP. LCJP stores personal information on category 3 users in a secure database on a City of Longmont server. The server is situated behind a firewall, is configured with stringent network permissions, and is password-protected to guard against accidental or unlawful destruction, accidental loss, unauthorized alteration, unauthorized disclosure or access, misuse, and any other unlawful access.

SECTION 2

How Your Information is Used:

LCJP uses your personal information in the following ways:

- (a) Providing Core LCJP services – we will use your information if you are using LCJP restorative services to conduct the restorative justice process. This includes necessary interviews, follow-up contacts, conducting restorative conferences, providing service contracts, and any follow-up activities required by the restorative justice process.
- (b) Communicating with you – we will communicate with you, including the sending of emails or regular mail service, about your experience with the LCJP restorative justice process and for any necessary reminders related to service.
- (c) Surveys – we may administer surveys
- (d) Fundraising – we may contact you regarding fundraising
- (e) Improving our Services – we may contact you to learn about how the services provided were received and your opinion about improving our service to you and the community
- (f) Enforcement – to enforce our Terms of Service and other legal terms and policies.
- (g) Protection – to protect our and other’s interests, rights and property
- (h) Complying with law – We must comply with legal requirements such as tax and other governmental regulations and industry standards. We also may have to comply with law enforcement requests.

LCJP will process your personal information under the following circumstances:

- (a) By consent – When you grant your consent, you may change your mind at any time.
- (b) By performance of a contract – LCJP will need your personal information to provide Restorative Justice services to you. If you are participating in restorative services, you will be required to provide personal information in order to complete your service contract.
- (c) Legal requirements – LCJP has a legal obligation to use your personal information when required under law or to comply with a court order or binding law enforcement request.
- (d) To provide restorative services – When you are using the restorative services of LCJP, we will use your personal information in order to provide you professional services and optimize your experience in restorative justice.
- (e) To anonymize and use anonymized information for any research or statistical analysis. This means that we will use information such as gender, race, ethnicity and other non-identifying information to better understand trends, successes, and challenges in providing restorative practices.
- (f) To protect you and others – LCJP will protect your interest and the interests of others providing their information to us.

How we share your information:

LCJP does NOT sell, transfer, furnish, transmit, or send your personal identifying information to any outside individual, company, or organization for any purposes except those listed below:

- (a) If you have participated in LCJP's Restorative Justice services as a responsible party, we will share your information with the City of Longmont in the following way: to inform the City of Longmont as to whether you have successfully or unsuccessfully completed your restorative justice contract.
- (b) In response to a court order or binding law enforcement request.
- (c) We will disclose your personal information if we determine that such disclosure is reasonably related to comply with the law, protect our or other's rights, property or interests. For example, we may alert law enforcement or the Department of Human Services if a user is threatening to injure themselves or another.
- (d) We will anonymize information about individuals who use LCJP services and use that anonymized information for statistical analysis, end of year reports, fundraising appeals, success rates for restorative practices, and other research.

Your rights:

You have the right to update or change your personal information if you are a user of LCJP restorative justice services.

You can update or change your personal information by contacting us at info@lcjp.org to request the required changes.

If you have signed up to receive information about LCJP or if you have donated to LCJP, you may update or change your information or you may request LCJP discontinue sending you information or contacting you by contacting LCJP at info@lcjp.org.

If you have consented for the use and/or processing of your personal information, you have the right to withdraw that consent at any time free of charge. When you do this, we will not contact you. However, if you are currently under a restorative justice contract which has not been completed or have a case pending for restorative services, withdrawing your consent will result in LCJP closing your case and notifying the City of Longmont that you were not successful in the restorative justice process. This may expose you to criminal charges being filed by the City of Longmont for your original conduct.

Updates to this Privacy Policy:

LCJP will update this Privacy Policy from time to time to reflect changes in technology, business operations, or for any other reason. When we make changes, we will update the effective date at the top of the Privacy Policy and post it on the LCJP website.

Users of this website and LCJP services are encouraged to check back to review this Privacy Policy for any changes since your last visit.

How to contact us:

If you have questions, concerns, or comments about this Privacy Policy or our privacy practices, or if you would like to exercise your rights as listed above, contact us at info@lcjp.org or write to us at:

LCJP
528 Main Street
Longmont, CO 80501