Privacy Policy

Stepping Stones of Windsor

Effective Date: September 15, 2026

Stepping Stones of Windsor ("we," "our," or "us") is a 501(c)(3) nonprofit organization committed to protecting the privacy and dignity of the individuals and families we serve. This Privacy Policy describes how we collect, use, store, and protect personal information from clients, donors, volunteers, and visitors to our website (steppingstonesofwindsor.com).

Information We Collect

Client Information

When you apply for financial assistance, we collect the following information during your intake appointment:

- Full name and names of household members
- Home address, city, and ZIP code
- Phone number and email address (if provided)
- Household size and age ranges of household members
- Eviction notice or utility shutoff notice details
- Landlord or utility provider contact and account information
- How you were referred to Stepping Stones of Windsor
- Notes from your intake interview relevant to your situation
- Financial assistance provided (check number, date, and amount)
- Veteran or disability status (if voluntarily disclosed)

Donor and Volunteer Information

When you donate or volunteer with us, we may collect your name, address, phone number, and email address to process your contribution, issue tax receipts, and communicate with you about our programs and events.

Website Information

When you visit our website, we may automatically collect certain technical information such as your IP address, browser type, and pages visited. This information is used solely to improve our website and is not linked to your personal identity.

How We Use Your Information

We use the information we collect for the following purposes:

- To determine eligibility for financial assistance and process payments to landlords and utility providers on your behalf
- To maintain accurate records of assistance provided for grant reporting and accountability
- To contact you regarding your application or follow-up on your housing situation
- To communicate with donors and volunteers about events, fundraisers, and organizational news

- To comply with grant reporting requirements from grant providers
- To report aggregate, non-identifying statistics about the community we serve

How We Protect Your Information

We take the privacy of our clients seriously, particularly given the sensitive nature of the financial and personal circumstances shared with us. We implement the following safeguards:

- Client files and records are accessible only to authorized Stepping Stones of Windsor board members involved in intake and case management
- Electronic records are stored in password-protected systems
- Paper documents containing personal information are stored securely
- Board members are expected to maintain strict confidentiality regarding client information

No data transmission or storage system is completely secure. While we take reasonable precautions, we cannot guarantee absolute security of your information.

How We Share Your Information

Stepping Stones of Windsor does not sell, rent, or trade your personal information. We may share information only in the following limited circumstances:

- With landlords or utility companies solely for the purpose of processing your approved financial assistance payment
- With grant funders or their auditors as required to report on program outcomes, using only the minimum information necessary and in compliance with grant agreements
- With service providers or partner agencies to whom we refer you for additional resources, only with your knowledge
- When required by law, court order, or to protect the safety of individuals

We do not share client information with other social service agencies or databases without your knowledge unless you separately consent to that enrollment.

Your Rights Under Colorado Law

If you are a Colorado resident, you have certain rights under the Colorado Privacy Act (CPA), including:

- The right to access the personal information we hold about you
- The right to correct inaccurate information
- The right to request deletion of your personal information, subject to our legal obligations to retain records
- The right to opt out of any sale of your data (we do not sell data)

To exercise any of these rights, please contact us using the information below.

Retention of Information

We retain your personal information only as long as necessary for the purposes outlined in this policy, or as required by law.

Donor Privacy

We respect the privacy of our donors. Donor information is used only to process contributions, issue tax receipts, and communicate about our mission. We do not share donor lists with outside organizations. No phone or mobile number information will be shared with third parties for marketing or promotional purposes.

Children's Privacy

We do not knowingly collect personal information directly from children under the age of 13. Household information about minor children (such as age ranges) is collected only as part of a parent or guardian's assistance application and is used solely for reporting purposes.

Website Cookies

Our website may use cookies and similar technologies to improve your browsing experience. You can adjust your browser settings to refuse cookies, though some features of our website may not function properly as a result.

Changes to This Policy

We may update this Privacy Policy periodically. When we do, we will update the effective date at the top of this document. We encourage you to review this policy from time to time.

Contact Us

If you have questions about this Privacy Policy, wish to access or correct your information, or have concerns about how your information has been handled, please contact us:

Stepping Stones of Windsor

Phone: 970-821-7549

Email: windsorsteppingstones04@gmail.com

Website: steppingstonesofwindsor.com

Service Area: Weld RE-4 School District (Windsor, Severance, and West Greeley), Colorado