

## NOTICE OF PRIVACY PRACTICES

### Housing Services

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Graceworks Lutheran Services will only collect personal information that you knowingly and voluntarily provide by, for example, sending us e-mails. If you provide us with personal information, we will normally respond to your inquiry or request by postal service mail, e-mail or telephone – depending on your requests and our resources.

We may also contact you to provide information about Graceworks Lutheran Services activities, programs and development opportunities and special events that may interest you. We will never share your name or information outside Graceworks Lutheran Services unless you affirmatively authorize us to do so.

If you have other questions about this privacy policy, or have suggestions on how it may be improved, please feel free to e-mail us at [information@graceworks.org](mailto:information@graceworks.org) or contact us at 937-436-6924.

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