

Privacy Policy

Effective Date: October 3, 2026

Recovery Alliance Project (“RAP,” “we,” “our,” or “us”) respects your privacy and is committed to protecting the personal information you may provide when visiting our website, communicating with us, registering for services or events, completing online forms, or otherwise interacting with our organization.

This Privacy Policy explains what information we may collect, how we use it, how we protect it, and the choices you have regarding your information.

1. Information We May Collect

Depending on how you interact with Recovery Alliance Project, we may collect information such as:

- Name
- Email address
- Telephone number
- Mailing address
- Information submitted through contact forms
- Event, program, group, or service registration information
- Volunteer or employment inquiry information
- Newsletter subscription information
- Donation-related information
- Demographic or program information voluntarily provided by participants
- Information you voluntarily share when requesting peer recovery support, community resources, referrals, or other services

We may also automatically collect limited technical information when you visit our website, such as your browser type, device type, IP address, pages visited, referring website, and general website usage information.

2. How We Use Information

Recovery Alliance Project may use information collected through our website to:

- Respond to questions and requests
- Connect individuals with RAP programs, services, peer support, and community resources
- Register individuals for groups, events, trainings, or other activities
- Communicate regarding programs, events, services, or organizational updates
- Maintain program participation and service records

- Improve our programs, outreach efforts, and website
- Evaluate program effectiveness and prepare required reports
- Process donations
- Recruit and communicate with volunteers, employees, contractors, or community partners
- Meet legal, contractual, grant, insurance, or regulatory requirements
- Protect the safety, security, and integrity of RAP, our participants, and our systems

RAP does not sell personal information.

3. Recovery Support and Sensitive Information

Because RAP provides recovery-oriented, peer-support, overdose-prevention, reentry, and community-based services, individuals may sometimes voluntarily provide information that is personal or sensitive.

Please use discretion when submitting sensitive information through general website contact forms or email. Unless a form is specifically identified as a secure intake or service-related form, general website communications should not be considered a secure method for transmitting highly sensitive information.

Information obtained through RAP programs may be subject to additional confidentiality requirements, internal policies, grant requirements, or applicable federal and state laws.

4. Health Information and HIPAA

RAP takes the confidentiality of participant information seriously.

However, use of the RAP website does not automatically create a healthcare provider-patient relationship, and information submitted through a general website form is not necessarily protected health information under the Health Insurance Portability and Accountability Act (“HIPAA”).

When RAP operates a program, partnership, or system that is subject to HIPAA or another specific confidentiality requirement, information associated with that activity will be handled in accordance with the applicable legal and contractual requirements.

5. Substance Use Disorder Information

Certain substance use disorder treatment records may receive additional confidentiality protections under federal law, including **42 CFR Part 2**.

RAP primarily provides peer recovery support, navigation, education, advocacy, overdose prevention, and community-based services. Whether particular information is protected by 42

CFR Part 2 depends on the specific program, services provided, and applicable legal requirements.

RAP does not disclose protected participant information except as permitted or required by law.

6. Online Forms and Third-Party Services

RAP may use third-party platforms to operate portions of our website or services, including:

- Website hosting providers
- Google Forms or similar registration tools
- Email and newsletter platforms
- Online meeting platforms
- Donation or payment processors
- Analytics services
- Scheduling or event-registration systems

Information submitted through these services may also be processed according to the privacy policies and security practices of those providers.

RAP encourages users to review the privacy practices of third-party services when providing personal information through those systems.

7. Cookies and Website Analytics

Our website may use cookies or similar technologies to help the website function, understand visitor activity, improve website performance, and evaluate outreach efforts.

Cookies may collect information about how visitors interact with the website but generally do not identify visitors personally unless the visitor separately provides identifying information.

Visitors may adjust their browser settings to block or delete cookies, although doing so may affect certain website functions.

8. Donations and Payment Information

If RAP accepts online donations, payments may be processed by a third-party payment provider.

RAP generally does not directly receive or store complete credit card or banking information submitted through an independent payment processor. Payment information is handled according to the policies and security practices of the payment provider.

9. Email and Text Communications

If you provide your email address or telephone number, RAP may use that information to communicate with you regarding programs, services, events, requested resources, or organizational updates.

You may unsubscribe from promotional email communications by using the unsubscribe option provided in the message or by contacting RAP.

Service-related communications may continue when necessary to respond to a request, administer a program, or provide information you requested.

10. Information Sharing

RAP may share information when reasonably necessary with:

- Employees and authorized staff
- Peer recovery coaches
- Contractors or consultants
- Service providers supporting RAP operations
- Community partners when a participant has authorized or requested a referral or connection
- Grantors or government agencies when reporting requirements apply, generally using aggregate or de-identified information when appropriate
- Law enforcement, courts, regulatory agencies, or other parties when disclosure is required by law

RAP does not sell or rent participant or website visitor information for commercial marketing purposes.

11. Data Security

RAP uses reasonable administrative, technical, and organizational safeguards designed to protect personal information from unauthorized access, disclosure, alteration, or destruction.

However, no website, email system, internet transmission, or electronic storage system can be guaranteed to be completely secure.

Visitors should avoid transmitting highly sensitive or confidential information through ordinary email or general website forms unless specifically instructed to do so.

12. Data Retention

RAP retains personal information only for as long as reasonably necessary to:

- Provide services
- Maintain required program records

- Meet grant or reporting requirements
- Comply with legal obligations
- Resolve disputes
- Maintain financial and organizational records
- Protect RAP's legitimate operational interests

Retention periods may vary depending on the type of information and program involved.

13. Children's Privacy

RAP's website is not intended to knowingly collect personal information directly from children under the age of 13 without appropriate parental or legal authorization.

If RAP becomes aware that information from a child under 13 has been submitted improperly, RAP may take reasonable steps to delete the information.

Programs serving youth may have separate registration, consent, and confidentiality procedures.

14. Links to Other Websites

The RAP website may contain links to community partners, treatment providers, government agencies, educational resources, or other third-party websites.

RAP is not responsible for the privacy practices, security, accuracy, or content of websites operated by other organizations.

15. Your Choices

Depending on the circumstances, you may contact RAP to:

- Ask what personal information you have provided to us
- Request that inaccurate information be corrected
- Request deletion of certain information, when legally and operationally permissible
- Unsubscribe from nonessential communications
- Ask questions about how your information is used

Certain records may need to be retained due to legal, contractual, grant, financial, insurance, or program requirements.

16. Changes to This Privacy Policy

RAP may update this Privacy Policy periodically as our programs, website, technology, or legal requirements change.

The most current version will be posted on our website with the updated effective date.

17. Contact Recovery Alliance Project

Questions or concerns about this Privacy Policy or RAP's privacy practices may be directed to:

Recovery Alliance Project

Flint, Michigan

Website: [Insert RAP website address]

Email: [Insert RAP contact email]

Phone: [Insert RAP phone number]

Recovery Alliance Project is a Michigan nonprofit organization and a federally recognized 501(c)(3) charitable organization.