

GREAT RIVER GREENING PRIVACY POLICY

Great River Greening is committed to respecting the privacy of its donors and volunteers. This privacy policy governs our collection and use of personal and business information obtained from donors, volunteers, and visitors to our website, through our email and regular mail correspondence, or personal visits or telephone calls. Our policy is to use all data collected by any means only for such uses that are important to advancing our organization's mission.

Specific details about each potential category of data collection and its related privacy issues are described below.

Financial Contributions:

Great River Greening collects and retains information from its donors for many purposes including acknowledging and thanking donors, tracking contributions, informing donors about Great River Greening's work, inviting donors to our events and providing future opportunities to contribute to us. Unless anonymity has been requested, donors may be recognized in Great River Greening's annual report or other media that we produce in appreciation for their contributions.

We do not sell, share, provide, rent, or trade the private information of our financial contributors to third parties. Our practices in furtherance of this policy include the following: (1) Sensitive information such as bank account or credit card information is accessed only by key personnel, and is not stored permanently by Great River Greening. (2) We use qualified third-party vendors who agree to abide by the privacy policy of Great River Greening in processing on-line contributions and payments, and (3) Great River Greening uses a brokerage firm and bank which also agree to comply with this policy.

Visitors to the Website, Social Media or Email:

The Great River Greening website collects information about each visitor to our website or other online media in these ways:

Personal Information

"Personal Information" is information that identifies you personally, such as your name, address, telephone number, and email address. We collect your name, email address, mailing address, and other contact information if you register for an event. We also collect your name, email address, mailing address, telephone number and payment information when you make a contribution, either on our website, at a special event, over the phone or by mailing in a check.

Credit Card Information.

If you provide credit card information through the website, that information is never stored on our server. Instead, when you click on the "submit" button, it is forwarded immediately to a third-party service provider for processing. The third-party service provider is PCI compliant. We use industry standard Secure Sockets Layering (SSL) software to encrypt all of your credit card information as it travels over the Internet to our third-party service provider. We do not retain a copy of your credit card information. Our third-party services providers use your credit card information only to process your transaction (and for fraud prevention purposes) and are bound by contract to keep your credit card information confidential.

Registrations

For event registrations, Great River Greening may use either its own website or a third-party vendor. In either case, Great River Greening's policy is to protect all information from unauthorized distribution or use. All data is treated as donor information and we do not sell, share, provide, rent or trade this information with third parties.

Opt-out option

Individuals may opt-out of mailings (both postal and email) at any time if they do not wish to receive non-business critical information from Great River Greening.

To opt-out of mailings or registration lists as described above, individuals may simply call Great River Greening at 651-665-9500 or email greening@greatrivergreening.org and request that they be excluded.

Links to Third Party Sites

Great River Greening may provide links to third party web sites in its solicitation of donations, event registrations, email correspondence, social media or web page. These web sites and their vendors are not controlled by Great River Greening. For that reason, we encourage individuals to review the privacy policies posted on those third party sites.

Limits to Internet Security

Unfortunately, no data transmission over the Internet can be 100% secure. While we strive to protect all electronic data and information we collect to the fullest extent possible, we cannot ensure or completely guarantee the security of such information.

Electronic records

Great River Greening stores all electronic records in a password-protected database. Employees must log in to access files and must change passwords periodically.

Non-Electronic records

Great River Greening stores all non-electronic personal and financial information in a locked cabinet located in Great River Greening office. Contribution processing duties are split between multiple people.

Landowners:

When working with landowners, Great River Greening maintains certain non-personal records in both paper and electronic form. Only staff of Great River Greening has access to these files.

When public funding is utilized in the project, the public agencies providing such funding may require disclosure to them of certain information such as the landowner's name, the nature and location of the land protected, property boundaries and amount of public funds utilized in the project. It is our policy that other private information regarding the landowner such as private correspondence or financial data is not sold, rented or otherwise shared with third parties except as required in audits.

In order to advance its mission and celebrate conservation success with a wider audience, Great River Greening often distributes press releases or develops articles regarding conservation projects for newsletters or on-line media. Great River Greening will routinely discuss such communications with the landowner prior to distribution.

This policy is in accordance with Great River Greening Standards and Practices. This policy will replace any previous policies on this topic.