

# **POUDRE HERITAGE ALLIANCE PRIVACY POLICY**

## **Effective August 24, 2018.**

Poudre Heritage Alliance (PHA) respects your right to privacy. This Privacy Policy provides an overview of the types of information collected through the [poudreheritage.org](http://poudreheritage.org) website for online donations, shopping, class registration, newsletter registrations, and service fulfillment, and how the collected information is used.

Poudre Heritage Alliance reserves the right to update this Policy at any time, without prior notice. Updates are effective immediately upon posting. Revision dates will appear at the top of this Policy. If you have a question regarding this Privacy Policy, please contact us and note Privacy Policy in the comments.

By visiting our site, you accept the terms of this Privacy Policy and the practices it describes. If you do not agree, please discontinue use of this website. This Policy only applies to information collected on the Poudre Heritage Alliance website.

### **PURPOSE**

The purposes for which we collect, use, or disclose personal information will be limited to those which are related to our business and which a reasonable person would consider appropriate in the circumstances. We collect, use, and disclose personal information concerning our constituents for the follow reasons: to understand who our constituents are and how we may improve our services to meet their preferences and expectations; to respond to requests for information; and to meet requirements imposed by law. Poudre Heritage Alliance does not, itself, store or have access to any credit card information you submit to complete a donation, purchase, class registration, or for any other purpose. When you make a donation or become a supporter online, your name, address, telephone, email, and credit card information will be collected by PayPal (<https://www.paypal.com/us/webapps/mpp/ua/privacy-full>). With the exception of your credit card information, this information is shared with PHA so we can recognize your contribution, issue and provide you with a donation tax receipt, and establish a relationship and communicate with you.

When you register to receive our newsletter, your name, address, and email will be collected and stored on our secure server and will be shared with third-parties such as MailChimp for the fulfillment of our newsletters.

### **LIMITING COLLECTION**

We will limit the amount and type of personal information collected to that which is necessary for our identified purposes and we will only collect personal information by fair and lawful means. PHA collects no personal information about you when you visit our website unless you choose to provide this information to us.

### **OTHER INFORMATION WE COLLECT**

We use “Google Analytics” to collect information about use of this site. Google Analytics collects information such as how often users visit this site, what pages they visit, when they do so, and what other sites they used prior to coming to this site. We use the information we get from Google Analytics only to improve this site. Google Analytics collects only the IP address assigned to you on the date you visit this site, rather than your name or other identifying information. We do not combine the information collected through the use of Google Analytics with personally identifiable information. Although Google Analytics plants a permanent cookie on your web browser to identify you as a unique user the next time you visit this site, the cookie cannot be used by anyone but Google. Google’s ability to use and share information collected by Google Analytics about your visits to this site is restricted by the Google Analytics Terms of Use (<http://www.google.com/analytics/terms/us.html>) and the Google Privacy Policy (<http://www.google.com/policies/privacy/>). You can prevent Google Analytics from recognizing you on return visits to this site by disabling cookies (<http://www.usa.gov/optout-instructions.shtml>) on your browser. Google Analytics uses only first-party cookies for data analysis. This means that the cookies are linked to a specific website domain, and Google Analytics will only use that cookie data for statistical analysis related to your browsing behavior on that specific website. According to Google, the data collected cannot be altered or retrieved by services from other domains. If you choose, you can opt out by turning off cookies in the preferences setting in your web browser. For more information on Google Analytics, go to <http://www.google.com/analytics/>.

### **OTHER WEBSITES AND THIRD-PARTY LINKS**

Our site contains links to other third-party sites. Please note that when you click on one of these links, you are leaving the PHA website and entering another site for which PHA has no responsibility. We encourage you to read the privacy statements and terms of use for every site that collects your personal information.

### **LIMITING USE, DISCLOSURE, AND RETENTION**

PHA does not sell or share its constituents’ personal information.

You may unsubscribe from PHA email updates or newsletter at any time. Every email sent from PHA contains a link for the user to unsubscribe. You may also use the Contact Us section of this website to send a message to unsubscribe or call 970-295-4851. We will process your request as quickly as possible.

### **INDIVIDUAL ACCESS**

Upon written request, we will inform an individual of the existence, use, and disclosure of his or her personal information and we will give the individual access to that personal information. An individual can challenge the accuracy and completeness of his or her personal information and have it amended as appropriate. We will respond to an individual’s written request within a reasonable time. We will assist any individual who informs us that they need assistance in preparing a request. We may require an individual to provide sufficient information to permit us to provide an account of the existence, use, and disclosure of

personal information. If an individual successfully demonstrates the inaccuracy or incompleteness of personal information, we will amend the information as required. In certain situations, we may refuse a request or not be able to provide access to all the personal information we hold about an individual. Exceptions to the access requirement will be limited and specific, as permitted or required by law.

### **SECURITY AND SAFEGUARDS**

PHA takes every precaution to protect our constituents’ information. Only employees or authorized persons who need the information to perform a specific job for PHA are granted access to personally identifiable information. All personal information provided to PHA is transmitted using SSL (Secure Socket Layer) encryption. SSL is an industry-standard coding system that allows your browser to automatically encrypt data before you send it to us. However, no data transmission over the internet is 100 percent secure. Although we employ safeguards to protect your information, we cannot ensure or warrant the security of such information.

### **INFORMATION FOR CHILDREN 13 AND UNDER**

This site is not intended for use by children under 13 years of age. If you are under 13, please do not provide your name, address, email, phone number, or any other information about yourself to Poudre Heritage Alliance. We do not knowingly collect personal information from children under 13. If you believe that we might have any information about a child under 13 years of age, please contact us. If we learn that we have unknowingly collected any information from a child under 13 years of age, we will delete that information.

### **CHANGES TO POLICY**

PHA reserves the right to change this policy at any time and without prior notice. We will ensure that our site visitors are always aware of the information we collect, how we use it, and when we share it.

### **WEBSITE OWNERSHIP**

Information presented on the PHA website is copyright protected and may be distributed or copied only with the express written permission of PHA.

If you have any questions regarding this Privacy Policy or your interactions with this site, please contact us at:

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