

## **WildEarth Guardians' Privacy Policy - Effective May 26, 2015**

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### **1. Our Commitment To Privacy**

Your privacy is important to us. To better protect your privacy we provide this notice explaining our personal information practices and the choices you can make about the way your information is collected and used. To provide complete transparency to our members, donors and prospective supporters, we make our privacy policy available on our website at [www.wildearthguardians.org](http://www.wildearthguardians.org).

### **2. The Information We Collect**

This notice applies to all information collected or submitted on the WildEarth Guardians' website or tracked in our membership database. Online you can donate to the organization and register to receive materials. The types of personal information collected on our website are:

Name  
Address  
Email address  
Phone number (optional)

On some pages, you can submit information about other people. For example, if you would like to make a contribution on behalf of a friend, we will send a letter directly to the recipient, and you will need to submit the recipient's address. In this circumstance, the types of personal information collected are:

Name

Address  
Email address

### **3. How We Use Information**

We use the information you provide about yourself when making a donation to complete that donation and to make you a member. Currently, we do not share this information with outside parties except to the extent necessary to complete that donation.

We use the information you provide about someone else when placing an order only to mail the acknowledgement letter and to make the person receiving the acknowledgement letter a member.

We do not share this information with outside parties. Credit card information submitted over the Internet is not collected nor maintained by WildEarth Guardians. Credit card information submitted directly to our office for one-time donations is destroyed immediately upon processing.

We use return email addresses to answer the email we receive. Such addresses are not shared with outside parties. You can register with our website if you would like to become a member (see website for cost of memberships) or to join our listserv to receive email from WildEarth Guardians.

Information submitted on our website will be used to sign you up for emails, and in some case mail if that option is selected We use non-identifying and aggregate information to gain a better understanding of how our website is used. For example, we may note that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women donated in a certain month, but we will not disclose anything to outside parties that could be used to identify those individuals.

Finally, WildEarth Guardians will not sell, trade or share a donor's personal information with anyone else unless the donor has given the charity specific permission to do so. WildEarth Guardians will

rarely, but occasionally, send material in collaboration with other groups. When we send material in collaboration with other groups, we will manage our mailing list separately from any other list so that it remains private. ALL materials WildEarth Guardians sends, whether in collaboration or uniquely from us, will ALWAYS have the WildEarth Guardian logo on it so that recipients can be sure that their information was handled securely. WildEarth Guardians does not solicit for other groups.

IMPORTANT UPDATE to our privacy policy: WildEarth Guardians no longer trades our mailing list with like-minded groups. If WildEarth Guardians ever begins the practice of list trading we will notify everyone who has not already opted out. Note that you can “OPT OUT” of forever having your name traded, by emailing [cnickel @wildearthguardians.org](mailto:cnickel@wildearthguardians.org)

#### **4. Our Commitment To Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

#### **5. How You Can Access Or Correct Your Information**

If we have your email address, you can access all your personally identifiable information that we collect online and maintain by going here:

[http://www.wildearthguardians.org/site/Survey?ACTION\\_REQUIRED=URI\\_ACTION\\_USER\\_REQUESTS&SURVEY\\_ID=1241](http://www.wildearthguardians.org/site/Survey?ACTION_REQUIRED=URI_ACTION_USER_REQUESTS&SURVEY_ID=1241).

We use this procedure to better safeguard your information. If we do not have your email address, you can contact our Office Administrator, Claire Nickel at 505 - 988 - 9126 x 0 or [cnickel@wildearthguardians.org](mailto:cnickel@wildearthguardians.org) to discuss the information we keep in your database record. You can correct factual errors in your personally identifiable information by sending us a request that

shows error so that we may make the appropriate correction. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

## **6. How To Contact Us**

Should you have other questions or concerns about these privacy policies, please call our office administrator, Claire Nickel, at (505) 988-9126 ext. 0 or send her an email at [cnickel "at" wildearthguardians.org](mailto:cnickel@wildearthguardians.org).