

# Great Swamp Watershed Association

## Privacy Policy

### **Privacy Policy** - Effective 2015 Revised 03/31/2016

Great Swamp Watershed Association (GSWA) takes your privacy very seriously. We do not collect personally identifying information about you on line or off line, unless you choose to provide such information to us. Providing such information is strictly voluntary.

GSWA may ask for and collect from you personally identifiable information. You may be asked to provide your name, email address, mailing address, phone number, payment details and similar information to make a donation, register for a program, or join our mailing list.

If you choose to provide your credit card information to GSWA, we will use that information only for the purposes for which it was provided. All credit card information will be kept in a locked secure place until shredded. To the extent any donations are processed through a third-party service provider, our donors' information will only be used for purposes necessary to process the donation.

GSWA may use your information:

- to process and respond to inquiries and for the purposes for which you provided the information, such as to process donations, register for a program or receive information.
- to personalize the content and improve the navigability of the website.
- to alert you to new programs, site features, special events, information and services.
- to conduct surveys to measure your satisfaction with our service.
- GSWA processes your information on servers located in the United States. Subject to your right to opt-out (discussed later in this policy), GSWA may share your name and postal address (but not your email address, phone number or credit card number) with similar non-profit organizations that we believe may interest you. GSWA may also share your information with third parties in the following situations: (i) to complete your request, e.g. providing information about a program or service; (ii) to outsource one or more of the functions described above; or (iii) to share your information with the authorities in response to a legal order or official request.
- GSWA will not sell your personal information.

GSWA attempts to protect against the loss, misuse and alteration of your personal information. Our servers are protected by reasonable physical and electronic security.

GSWA may also use your personal information to send you surveys or email messages about our programs, information and services.

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## Privacy Policy

Our Site may include links to other websites that may be of interest to you. Any links are provided only as a convenience and do not imply any endorsement of another site. Be sure to read the privacy policies on other websites.

### **OPTING OUT:**

You may also choose to opt-out of receiving email and information from GSWA. You may also choose to opt out of sharing your information with other similar non-profit organizations. To opt-out or change your preferences at any time, contact [info@greatswamp.org](mailto:info@greatswamp.org) to request changes. If you prefer, you may opt-out by calling us (973)538-3500 Monday through Friday between 9:00am and 5:00pm Eastern Time.

**Approved and Adopted by the Board of Trustees on the \_\_31ST\_\_ day of \_MARCH\_\_, 2016.**