

"...responsible stewardship of wildlife and habitat."

# **Privacy Notice**

Effective Date: November 27, 2018 (Original)

This privacy notice discloses the privacy practices for Wildlife Rehabilitation Center of Northern Utah (WRCNU) and our website; http://www.wrcnu.org. This privacy notice applies solely to information collected by this website, except where stated otherwise. It will notify you of the following:

- What information we collect;
- With whom it is shared;
- How it can be corrected;
- How it is secured;
- How policy changes will be communicated; and
- How to address concerns over misuse of personal data.

# Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or as a result of donations made on our page or other direct contact from you. We will not share, sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization or financial institution.

Unless specifically you specifically opt out, we will use your information for the following purposes:

- Unless you opt out, donors are added to our three (3) seasonal Newsletter mailings (typically in April, July, and November).
- We provide Tax receipts in January of each year, for the previous year's tax-deductible donations, as required by law or at your request
  - -- You may opt out to receiving annual tax receipts by contacting us via the email address or phone number provided on our website.
- To contact you (phone, email, mail) in the event of a problem with your donation account.

## **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number provided on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data

# Registration

WRCNU's website does not require registration. If you decide to support us through online credit/debit card or PayPal donations made through our site, you may find a requirement to register/login to a secure payment platform that services WRCNU's site.

#### **Donations**

Our payment site platforms will request information from you on their donation/payment form. To donate funds to us, you must provide contact information (like name and card billing address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to fill your donation request. If we have trouble processing a donation, we will use this information to contact you.

### Sharing

We collaborate with our financial institution (America First Credit Union--AFCU) to provide specific credit/debit card services. When the user donates using these services, we will share names, or other contact information that is necessary to provide these services. AFCU will not use personally identifiable information except for the purpose of providing these services.

## Security

We take precautions to protect your information. When you submit sensitive information via the website (our email links are not protected and should NEVER be used to transmit sensitive information), your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the top or bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (e.g. billing or customer service) are granted access to personally identifiable information. The computer on which we store personally identifiable information is kept in a secure environment.

## Links

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

## **Notification of Changes**

Changes to the WRCNU Privacy Policy are displayed on our site with a new "Effective Date" at the top of the Policy and the words, "Updated from (date of previous Policy)".

- Example: **Effective Date: December 9, 2019** (*Updated from November 27, 2018*)

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at (801) 814-7888 or via email at info@wrcnu.org.