## COLORADO OPEN LANDS

355 SOUTH TELLER STREET, SUITE 210, LAKEWOOD CO 80226 <u>www.ColoradoOpenLands.org</u> 303.988.2373

# **Colorado Open Lands Privacy Policy**

Effective as of June 14, 2016

Colorado Open Lands values your privacy. To better protect your privacy, we provide this notice explaining our information collection practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we provide a link to it on our website's homepage and at every point where personally identifiable information may be requested that is under our control.

## Donor Privacy

Colorado Open Lands is committed to protecting donor privacy. We will not sell, rent or trade information about our donors. We may use the information for purposes related to Colorado Open Lands' mission and goals, including:

- Maintaining donor records for communication, receipting, and reporting purposes.
- Creating and maintaining a record of our e-newsletter and newsletter lists.

The types of personal information collected for these purposes are: Name, Phone Number, Email and Mailing Address.

We may also use certain information to publish press releases regarding our work as a matter of public interest. It is the policy of Colorado Open Lands to obtain donor and/or landowner approval prior to disbursing specific information about their land conservation projects.

#### Online Privacy

This notice applies to all information submitted on Colorado Open Lands' website, our email platform, Constant Contact, and our social media channels including Facebook and Instagram.

The types of personal information collected at these pages are: Name, Email address, Mailing Address, Social Media name

We use the information you provide about yourself only to answer any questions that come to us via our website. We do not share this information with outside parties. We use return email addresses to answer the email we receive.

You can also make a request via our website to receive our e-newsletter or printed newsletter.

Finally, we never use or share the personally-identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.



## Donations and Event Registration

You have the ability to make donations or to register for our events on our website via links to third party sites. Since we do not control those websites, we encourage you to review the privacy policies posted on these third party sites.

## How You Can Update Your Information

To update your information, please call us at 303-988-2373, email us at <a href="mailto:info@coloradoopenlands.org">info@coloradoopenlands.org</a> or contact us via mail at Colorado Open Lands, 355 S. Teller St, Suite 210, Lakewood, CO 80226. To protect your privacy and security, we will also take reasonable steps to verify your identity before making corrections.

## How to Opt-Out

E-newsletters: If at any time you wish to stop receiving our electronic newsletters, you can select the unsubscribe link located at the bottom of every e-newsletter, or you can contact us at <a href="mailto:info@coloradoopenlands.org">info@coloradoopenlands.org</a> or (303) 988-2373. Please provide enough information for us to be able to identify you so that we may comply with your request.

All Non-Essential Business Email and Postal Mail: You may choose to opt-out of all non-essential business email and postal mail from Colorado Open Lands. To do so, please email <a href="mailto:info@coloradoopenlands.org">info@coloradoopenlands.org</a> or send a written message to Colorado Open Lands, 355 S. Teller St, Suite 210, Lakewood, CO 80226. Please help us serve you better by including a brief explanation of why you are making this request.

# Security of Your Information

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 from donations and online. Unfortunately, no data transmission over the Internet can ever be 100% secure. While we strive to protect your information to the fullest extent, we cannot ensure or completely guarantee the security of such information.

### Changes to the Privacy Policy

We may change or supplement this Privacy Policy from time to time. We will post an appropriate notice of changes to the Privacy Policy on our Site. Privacy Policy changes will apply to the information collected from the date we post the revised Privacy Policy to the Site, as well as to existing information held by us.

#### How to Contact Us

Should you have other questions or concerns about these privacy policies, please call us at 303-988-2373, send us an email at <a href="mailto:info@coloradoopenlands.org">info@coloradoopenlands.org</a> or contact us via mail at Colorado Open Lands, 355 S. Teller St, Suite 210, Lakewood, CO 80226.

