

Southern Vermont Natural History Museum Privacy Policy

We value the support of our members, donors, visitors, and others who support the Southern Vermont Natural History Museum (SVNHM) through visiting our websites. We know that protecting personal information is important to our supporters. This privacy policy tells you how we use personal information collected at this site or that you provide directly to us through email, mail, phone, or other means. By visiting this website, you are accepting the practices described in this policy.

- 1. General Browsing Information** – If you visit our site to read or download information, we may collect and store the following general information in order to analyze trends, gather broad demographic information, and monitor site traffic patterns that can help us further develop and improve the design and functionality of our site: your computer's IP address, browser type, and operating system; the date and time you access our site; the Internet address of the website from which you linked directly to our site; and the various pages that you visit while on our site. We may share collective information, which does not contain personal information, for purposes such as grant writing.
- 2. Personally-Identifiable Information** – We also gather personal information voluntarily supplied by viewers. If you provide us any other personally-identifiable information about you (e.g., your name, postal address, email address, etc.) this information may be shared within our organization for the purposes of responding to any comments or questions you submit, providing follow-up information about our organization, process orders, send donation requests and confirmations, and/or sign up individuals and groups for events and programs.

You also may receive periodic mailings/emails from us with information on upcoming events, membership renewal notices, and fundraising solicitations. You may request that your contact information be removed from our mailing lists at any time.

Donor names are assumed to be public unless specified by the donor. Giving levels are kept anonymous unless otherwise specified by the donor.

SVNHM does not supply, sell, or rent any personal information gathered from its online viewers.

- 3. Publicly Sharing Your Comments** – SVNHM receives information from website visitors who have successfully participated in our programs and/or employed our resources. In certain instances, we would like to publicly share the comments and stories we receive by posting this information on our website or social media accounts. We will not, however, publicly share ANY information we receive on our website without first receiving the express consent of the individual who submitted the information. Furthermore, we will not post information in any way that specifically identifies the sender of that information unless the sender approves it.

4. **Children's Information** – SVNHM will not knowingly collect information from children without written parental permission. We not sell products or offer services to children. If you are under 18, you may use this site only with the involvement of a parent or guardian.
5. **Cookies** – A cookie is a small file stored on your hard disk drive. Cookies may contain different types of information such as site preferences and login information. SVNHM does not use this cookie to link to personally identifiable information on our site. We may use cookies to record session information, user-specific information on what pages users access and past activity on our site. If you do not want information collected through the use of cookies, there is a procedure in most browsers that allows you to automatically decline cookies, or to be given the choice of declining or accepting the presence of a cookie to your computer.
6. **Third-party Providers** – When you use a credit card to make a donation or buy merchandise through our website, the credit card information is transmitted over the internet using industry-standard SSL encryption. We use outside credit card processing companies to process online credit card transactions. These entities have access to the personal information needed to perform these limited functions and are contractually obligated to maintain the confidentiality and security of that personal information.

Information provided by you is stored at the SVNHM's account within the constituent-management program Little Green Light. You may view their privacy policy at <https://www.littlegreenlight.com/security/>

7. **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.
8. **Links to other websites** - As a service to visitors, our emails and website may contain links to other sites. Our Privacy Policy does not apply to other sites and we are not responsible for their privacy policies.
9. **Changes to this Policy** – SVNHM reserves the right to amend this policy at any time. Our current privacy policy applies to all information that we have about you.
10. **Emergency Situations** – We may use or disclose personal information if required to do so by law or in the good-faith belief that such action is necessary to (1) conform to applicable law or comply with legal process served on us or the website; (2) protect and defend our rights or property, the website, or our users; and (3) act under emergency circumstances to protect the personal safety of us, our affiliates, agents, the users of the website, or the public.
11. **Contact Information** – We welcome your questions and comments about this privacy policy and the practices of our website. We are dedicated to protecting your personal information and will make every reasonable effort to keep that information secure.

You can help us maintain the accuracy of your information by notifying us of any changes to your address, title, phone number or e-mail address.

If you have any questions or comments related to SVNHM's privacy policy, please contact us at vermontmuseum@gmail.com or at Southern Vermont Natural History Museum, 7599 VT Route 9, West Marlboro, VT 05363.