

The Willard G. Pierce and Jessie M. Pierce Foundation
Pierce Cedar Creek Institute
for environmental education

PRIVACY POLICY

Privacy Statement: Pierce Cedar Creek Institute (Institute) respects the privacy of our patrons. Patrons are defined as users, visitors, members, and donors. We treat personal information as confidential, and we maintain this policy to ensure personal information will be protected and will not be shared with any third party.

Information We Collect: The Institute collects, uses, and maintains the following patron information:

- Contact information such as name, company name, job title, address, telephone numbers, email addresses, and family and school system relationships (if applicable).
- Payment information such as check numbers, credit card numbers, expiration dates, CVV codes, donation amounts, donor comments, and giving history. Credit card information is entered online into a secure system by the patron or by Institute staff if phoned or mailed in. Once information is submitted for processing, secure measures are in place to ensure information is not compromised. Once the data is processed, any internal record of the data is deleted.

Information Use: The Institute will not sell, rent, or lease any information to other organizations.

The Institute uses patron information to complete transactions, thank donors for gifts, distribute receipts or statements, provide updates about current organizational activity, events, and fundraisers, analyze internal productivity and effectiveness, and report to governmental agencies as required.

The Institute may publicize the names and images of patrons through its board reports, newsletters, website, and promotional material. Patrons have the option of remaining anonymous when donating and will not be recognized publicly.

Access to Information: Access to information is strictly limited to Institute staff who process, record, and/or review or report transactions. No unnecessary person, group, or organization will be allowed to access such data. All Institute board members and staff are required to maintain the confidentiality of patron information.

Patrons have a right to access, correct, restrict, update, modify, or delete their personal information previously provided to the Institute at any time. To do so, please call the Institute at (269) 721-4190 or email us at info@cedarcreekinstitute.org. For your protection, the Institute can only implement requests with respect to personal information associated with the email address used to send the Institute the request, and the Institute may need to verify the identity of the patron before implementing the request.

How to Control Collected Information: Patrons may request the Institute remove them from mailing lists and/or specify the method of contact.

Our website: Items on the site may include embedded content such as videos, images, articles, and links from other websites. The content behaves in the same way as if the patron had visited the linked website. The Institute does not control or claim any responsibility for the privacy practices or content of other sites through the website.

Cookies: A cookie is a small file sent to the patron's browser by a website each time a website is visited. Cookies are stored on computers and can transmit personal information. Cookies are used to remember information about preferences on the visited pages.

The patron can refuse to accept cookies, disable cookies, and remove cookies from a hard drive. However, doing so may result in a lack of access to some services. Cookies follow the privacy settings that are chosen in a browser. Cookie information is not shared with external third parties.

Data and Network Security: The Institute uses appropriate technical and organizational security measures to protect any information when received and when stored on its systems.

Email and Marketing: The patron may choose to subscribe to an Institute electronic mailing list that promotes events and news. The mailing list may be serviced by an affiliate vendor.

The Institute may send requests to support those who have expressed interest in the Institute. To ensure the most efficient use of resources, we may use third-party vendors to make sure the contact information is current and to determine which users are the most likely to provide support. We do not rent or sell personal information.

Third-party Vendors: The Institute enters into agreements with third parties like Constant Contact to market its mission. Affiliated third-party vendors may collect and share information. Please refer to these third-party vendors' Terms of Use and Privacy websites for more information.

Third-party Tracking: The Institute website uses Google Analytics to obtain site usage information, such as patrons' IP addresses, Internet domain and host names, browser

software, and the date and time the site is visited. This data allows us to monitor the use of the site, understand how patrons find us, and improve the site's function and content. Data collected is not shared with other Google products and tools. Use of Google Analytics follows Google's Terms of Service.

Questions and feedback: Questions, comments, and concerns are always welcome. Please send any feedback regarding the privacy statement or any other issues to info@cedarcreekinstitute.org.

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