



Privacy Policy

This online statement discloses the privacy policy of the IslandWood website. IslandWood respects your privacy and the security of your information. This Privacy Policy applies to all information collected at IslandWood.org and details the use of this information.

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- **Collection of Personal Information**
 - Personal information is collected in response to IslandWood newsletter requests and web forms including PDF-formatted files accessible from the web. Web forms are used for registration in IslandWood programs and events; we collect contact information such as name, address, phone number and email address. We may also collect additional information such as school information, dietary information and age for IslandWood programs and marketing use.

- **Use of Personal Information**
 - The use of personal information is provided for IslandWood program and event registration, and for IslandWood marketing communications. Credit Card information is used only for processing payments for services and donations. Personal information such as dietary information and special needs is used for internal purposes in order to accommodate visitors and participants in our IslandWood programs and events. If you have provided us with your contact information, you may receive periodic e-mails, mailings or other communication. Our mailing list is used to keep you and others informed about IslandWood and its upcoming events and programs. IslandWood will not sell or share your information with other parties without your expressed consent. If you

do not wish to receive such information, or would like to be removed from our mailing lists, please send an email message to friends@islandwood.org or write us at:

IslandWood
4450 Blakely Ave NE
Bainbridge Island, WA 98110

- **Children's Privacy**

- IslandWood is committed to protecting the privacy and safety of children under the age of 13 that may visit our web site. Event and program registration requires a parent or legal guardian to provide us with the appropriate personal information that might include age, school information, and dietary information. Only in combination with parental information, collected information may be used for sending out promotional materials and emails. In compliance with this Privacy Policy and the Children's Online Privacy Protection Act of 1998 (COPPA), we will not use online collected information without verifiable parental consent.

- **Cookies**

- Currently, IslandWood.org does not employ the use of cookies. Cookies are files created on the web visitor's hard drive. Information retrieved from web forms is stored within cookies to customize future visits to the web site.

- **Changes to Privacy Policy**

- IslandWood reserves the right, in its sole discretion and without any obligation, to modify or correct any error or omission in any portion of this website. All changes and updates will be implemented to this privacy statement and will be automatically in be affect without prior notice.

- **Links to Other Websites**

- This web site contains links to other sites. This privacy statement applies solely to information collected by this web site

- **Copyright Notice**

- All contents of this Web site are: Copyright © 2015, IslandWood, 4450 Blakely Avenue NE, Bainbridge Island, WA, 98110, USA. All rights reserved.

- **Non-discrimination Policy**

- IslandWood admits students of any race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran to all rights, privileges, programs and activities generally accorded or made available to students in any of our programs. It does not discriminate in administration of its educational policies, admissions policies, scholarship and other school-administered programs.

- **Donor Privacy Policy**

- IslandWood maintains the highest level of respect for the privacy of its donors. In furtherance of our commitment to honor your rights, we have developed this Donor Privacy Policy to guide our staff and volunteers on how they may and may not use your personal information.

- **What information we collect**

- IslandWood. We use personal information collected from donors for the purposes of processing payments and communicating with donors about IslandWood as well as conducting the fundraising and other operations of IslandWood. This information may include name, amount donated, address, telephone number, donor comments, e-mail address, and any other personal information provided to us (“Donor Data”). For donations by check, Donor Data also includes the data visible on the check.

Payment Processors and Other Service Providers. Payment processors allow donors to give electronically using a payment services account, a credit card, or other payment method. These processors collect certain information from donors, and you should consult their privacy policies to determine their practices.

- **How we use that information**

- Donor Data. Donor Data may be used for these kinds of purposes:
 - Distributing receipts and thanking donors for donations
 - Informing donors about upcoming fundraising and other activities of IslandWood
- Internal analysis, such as research and analytics
- Record keeping
- Reporting to applicable government agencies as required by law
- Surveys, metrics, and other analytical purposes
- Other purposes related to the fundraising operations

Unless otherwise stated, we do not publish, sell, trade, or rent Donor Data. Anonymized donor information may be used for promotional and fundraising activities. Comments that are provided by donors may be publicly published and may be used in promotional materials. We may use available information to supplement the Donor Data to improve the information we use to drive our fundraising efforts. We may allow donors the option to have their name publicly associated with their donation. We use data gathered for payment processors and other service providers only for the purposes described in this policy.

- **Financial information**

- It is our internal policy to limit access to financial information to professional staff and volunteers who need to process that information for the purposes described above. Personal financial information is not sold to or traded with other parties.
- We use partners to provide online payment processing services. Usually, the privacy policies of these organizations will be presented to you on their respective websites and typically also as part of your donation process. If you pay by credit card, we do not store your credit card information, bank account numbers, or other financial account data sent directly to those processing services.

- **Contact us**

- If you have questions about this Donor Privacy Policy or requests about the status and correctness of your donor data, please email info@IslandWood.org or write to:

IslandWood
4450 Blakely Avenue NE
Bainbridge Island, WA 98110
United States

If you want to make a donation by check, please send the check to:

IslandWood
4450 Blakely Avenue NE
Bainbridge Island, WA 98110
United States

- **Security**
 - We are committed to protecting donor personal information from unauthorized access, alteration, disclosure, or destruction. Among other things, we undertake a range of security practices, including measures to help secure web access to sensitive data and undertake efforts to address security vulnerabilities for various tools and databases.
- **Other Disclosures**
 - We may disclose information when required by law; when needed to protect our rights, privacy, safety, property, donors, or users; and when necessary to enforce our terms of service.
- **Updates**
 - We may change the Donor Privacy Policy from time to time. Any and all changes will be reflected on this page. Substantive changes may also be announced through the standard mechanisms by which we communicate with our community. You should periodically check this page for any changes to the current policy.
- **Data Retention**
 - We seek to retain donor-related information only as needed to fulfill the purposes described in this policy unless a longer retention period is required by law or regulations. For example, tax laws in the United States and the State of Washington may require IslandWood to keep contact information and contribution levels of donors on file.
- **Rights**
 - You have certain rights with respect to the information we collect about you. Upon request, we will tell you what information we hold about you and correct any incorrect information. We will also make reasonable efforts to delete your information if you ask us to do so, unless we are otherwise required to keep it. In this spirit, IslandWood supports the Donor Bill of Rights.
- **Scope**
 - This particular policy applies to the entity that is posting it. This policy does not address data from sources other than donations, such as edits or content contributions to projects or features.