

## Privacy Policy

Protecting your private information is a high priority for us. This Privacy Policy applies to the [www.historicwallingford.org](http://www.historicwallingford.org) website and Historic Wallingford's management of its databases and data usage. The Historic Wallingford website is a news and information site. It does not offer a "blog" or comment feature that is open to the public. The data practices described in this statement have been adopted by the Historic Wallingford Board of Trustees on February 23, 2017.

Like most websites you visit, a variety of information will be collected once you access this site. Some of it will be necessary for us to communicate with you in the future. It is entirely voluntary if you wish to leave this information, either by joining Historic Wallingford or signing up for our email list. Some of the information will be collected automatically by our web hosting service simply to be able to deliver coherent web pages to you, such as are you using a phone or a desk top computer and what operating system you are using. This information is deleted when you leave our site. We can't really access this information and will not be using it beyond delivering a page view to you. We may collect statistics on the use of our website, such as which pages are viewed most often.

### Collection of your Personal Information

We do not collect any personal information about you unless you voluntarily provide it to us. If you join or donate to Historic Wallingford we will collect personally identifiable information, such as your:

- First and Last Name
- Mailing Address
- E-mail Address
- Phone Number
- Amount of donation or membership

This information will be stored in a database we maintain of our members and donors.

If you join, donate to or purchase a product from Historic Wallingford through PayPal, they will collect billing and credit card information but it is not available to Historic Wallingford. This information is used to complete the transactions using their site. Its safe keeping is the responsibility of PayPal. If you pay by check, we keep a copy of the check and any information provided to us.

If you sign up for a newsletter or other communication and provide us with your name and email address, we will place that information in our database.

### Use of your Personal Information

Historic Wallingford collects and uses your personal information only to deliver our services or products, inform you of current issues of importance to Historic Wallingford, remind you of the expiration of your annual membership or request donations to support our projects and programs.

Historic Wallingford may also use your email address or other personally identifiable information to inform you of other opportunities offered by and issues of importance to affiliate organizations, such as Historic Seattle, the National Trust for Historic Preservation and similar local and state historical societies and civic organizations in Washington, but we will retain control of the database and its contents will not be available to the other organizations.

### **Sharing Information with Third Parties**

Historic Wallingford does not sell, rent, share or lease its membership, donor and interested neighbor lists to third parties under any circumstances. We will use your email address in working with an email distributor, such as MailChimp. We believe they will not utilize your email address for any other purpose. If it comes to our attention that they have, we will critically review our relationship with the service provider.

Historic Wallingford may disclose your personal information to government authorities with a legitimate interest in the data if it is required to do so by law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on Historic Wallingford. Although we may comply with such legal orders, they will first be reviewed by the Board of Trustees to determine if compliance is consistent with our values. We may also disclose your personal information to (a) protect and defend the rights, property and legal liability of Historic Wallingford; and/or (b) act when necessary to protect the personal and financial safety of members of and donors to Historic Wallingford, or the public. In such cases we will notify you of our intent to disclose this information before doing so or immediately after in an emergency situation.

### **Automatically Collected Information**

As do almost all other websites, information about your computer hardware and software may be automatically collected by the Historic Wallingford website or website host. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the website and to maintain quality of the website presentation. Our website may leave information on your computer (“cookies”) that enables it to provide you a better web experience. You can prevent this, or erase the information immediately upon leaving the site, by changing the settings in your browser. Our website host may also collect anonymized data that will aid us in deciding what enhancements to the website will best serve our users and will provide us with general statistics regarding use of the Historic Wallingford website. We will not associate any such information with your personally identifiable information you may give us during that visit to our website.

### **Links**

This website 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.

## **Security of your Personal Information**

Historic Wallingford secures your personal information from unauthorized access, use, or disclosure by storing your information in encrypted directories or sub-directories if that computer can be connected to the internet. When personal information is transmitted to other websites or computers through our website, it is protected through the use of standard security protocols.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no computer tied to the Internet, no data transmission over the Internet nor any wireless network can be guaranteed to be 100% secure against state actors or exceptionally talented individuals. As a result, while we strive to protect your personal information, you must understand that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) security, integrity, and privacy of any and all information and data exchanged between you and us through this site cannot be guaranteed, no matter how hard we try.

## **Children Less than Thirteen**

Historic Wallingford does not knowingly collect personally identifiable information from children less than the age of thirteen. Although some of the material on the website is intended for younger students and we do encourage their use of the site, if you are less than the age of thirteen, you must ask your parent or guardian for permission to sign up on our email list, to join or to donate to Historic Wallingford and thus leave us your personal data. If you think your child less than thirteen years old may have provided us with personally identifiable information and you are concerned or disapprove, please contact [president@historicwallingford.org](mailto:president@historicwallingford.org) immediately.

## **E-mail Communications**

From time to time, Historic Wallingford may contact you via email for the purpose of providing announcements, alerts, news, surveys, and/or other general communication.

If you would like to stop receiving communications via email from Historic Wallingford, you may opt out of such communications by sending an email to our email address, [info@historicwallingford.org](mailto:info@historicwallingford.org) with “Unsubscribe” in the subject line.

## **External Data Storage Sites**

We may store your data on servers provided by third party hosting vendors with whom we have contracted. We will only use third party “cloud” servers if they encrypt all data stored on their servers and all transmission to the site is encrypted and secured.

## **Changes to this Statement**

Historic Wallingford reserves the right to change and improve this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you have given us, by placing a prominent notice on our site, and by updating this Privacy Policy statement on this page. Your continued use of the site and/or our services after such modifications will

constitute your: (a) acknowledgment of receipt of notice of the modified Privacy Policy; and (b) agreement that the revised policy now applies to you.

**Contact Information**

Historic Wallingford welcomes your questions or comments regarding this Privacy Policy. If you believe that Historic Wallingford has not adhered to this policy, please contact Historic Wallingford at [info@historicwallingford.org](mailto:info@historicwallingford.org). Please be aware that Historic Wallingford has adopted a no reprisals Whistleblower policy, as available on this website, to govern all such complaints or expressions of concern.

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Effective as of February 23, 2018 by action of the Board of Trustees of Historic Wallingford