

Donor and Member Privacy Policy

Members and other financial supporters of the Friends of Dinosaur Ridge (FODR):

Our Privacy Promise to you

Since our inception in 1989, our members have trusted the *Friends of Dinosaur Ridge* with their personal information such as name, address, phone number and (more recently) email address. Whether you are a donor, a volunteer, or a community partner, our commitment to conduct business honestly and protect your privacy is at the heart of our Privacy Promise.

We respect your confidentiality

FODR requires that your personal information be held in strict confidence. We use your information only for its intended business purpose, which include announcements on email or sending the Ridge Report to your address. We do not sell or trade your information to other organizations or individuals.

We protect your information

FODR takes every possible measure to insure that your information is not compromised in any way. If you are a volunteer in one of our events, we provide a paper list of participants to staff members organizing the program. This list includes your name and station only. If you are a member or donor, we keep records of your donations, dates and amounts as needed for our financial records, but we will not share this information with anyone without your written permission. No one other than FODR staff has access to your information.

Our privacy promise extends online to our Internet website. Online membership information is transmitted via a secure server using encryption technology. Some online forms on our Website are created with third party software through a contract with PayPal, a trusted provider that also utilizes encryption technology.

If you choose to send us email, we may retain the contents of your email message, our reply and your email address as part of our ongoing customer service efforts. We reserve the right to contact you after you have contacted us and may send future email and/or surveys to you about FODR. You may notify us via email if you wish to discontinue electronic communication.

We keep accurate records

We keep your personal information as accurate, complete, and up to date as is required to fulfill the purpose(s) for which you provided us with your personal information. If you would like to review your information or change it in any way, please contact us in writing or on email at membership@dinoridge.org.

Upon request in writing we will remove your personal information from our databases, except where legislation or regulation requires our retention of it (for example, charitable giving history tied to income tax receipts.)

If you have any questions about our website or our Privacy Promise, please contact the office at (303) 697 3466 or by email at membership@dinoridge.org.