

# Privacy Policy

Last Updated: October 1, 2018

Effective: November 5, 2018

Lower Columbia Basin Audubon Society (LCBAS) is a chapter of the National Audubon Society and operates a website that can be reached using either of these links:

<https://lowercolumbiabasinaudubon.org> and <https://lcbas.org>.

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## Chapter Membership Information

### Personal Data

Personal Data means data about a living individual who can be identified from those data.

### Data Controller

Data Controller means the natural or legal person who determines the purposes for which and the manner in which any personal information are processed. LCBAS is the Data Controller.

### Data Processors

Data Processor (or Service Provider) means any natural or legal person who processes the data on behalf of the Data Controller. Data processing means recording, storing, accessing, revising or otherwise working with your data to provide services to you. LCBAS is the Data Processor and may use third party Data Processors for specific purposes such as maintaining and sending emails and newsletters.

### Personal information we collect

1. First name and last name
2. Mailing address
3. Phone number
4. Email address

We collect information from you when you become a member of our Chapter, enter information on our website or request us to send you information about LCBAS. When you become a member, you are automatically subscribed to our newsletter.

We may use your personal information to contact you, send you our newsletter and email you about environmental issues we think may interest you. You may opt out of receiving any, or all, of these communications from us by following instructions we provide you in our newsletter or by email.

We collect contact information for children under 13 years old who become members of our Junior Audubon educational program. All communications with these members are sent to their parents and guardians.

### How we protect your information

The security of your data is important to us; however, remember that no method of transmission over the internet, or method of electronic storage is 100% secure. While we strive to use acceptable means to protect your personal data, we cannot guarantee its absolute security. Access to Personal Data is restricted to LCBAS officers, program leaders and the database administrator on a need-to-know basis.

### Retention, Transfer and Disclosure of Personal Information

LCBAS retains personal information as needed to provide service to you. Your membership expires when you fail to pay dues to maintain your membership. Expired membership data are retained for 3 years and are deleted from the membership database thereafter. LCBAS may retain information you

provide that you have not requested be deleted to contact you in the future. We neither transfer nor disclose your data to third parties without your explicit permission.

### Third-party disclosure

LCBAS does not sell, trade or otherwise transfer any personal data to third parties without explicit consent of our members.

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## Website Information

Our website does not collect any personally identifiable information.

### Website Usage Data

Usage Data may be collected automatically either generated by the use of our service or from the service infrastructure itself (for example, the duration of a page visit). LCBAS may use such data collected by an analytics service such as Google Analytics to improve its services and website performance. These data are aggregated and do not contain personally identifiable information.

### Cookies

Cookies are small files that a site transfers to your computer's hard drive through your Web browser (if you allow) that enables the site's systems to recognize your browser and capture and remember certain information. Cookies do not include any Personal Data. LCBAS has no control over browser cookies and does not use cookies itself.

### Third-party Links

Our website may contain links to other sites that are not operated by LCBAS (for example, PayPal). If you click on a third-party link, you will be directed to that third party's site. We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services. We strongly advise you to review the Privacy Policy of every site you visit.

### COPPA (Children Online Privacy Protection Act)

Our website does not collect personally identifiable information from anyone under the age of 13 years old. It is the sole and unilateral responsibility of parents and guardians to monitor their children's use of our Site.

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## Your Data Protection Right Under General Data Protection Regulation (GDPR)

If you wish to be informed of the Personal Data we hold about you and if you want it to be removed from our systems, please contact us.

### You have the right to:

1. Access, update or delete the information we have on you;
  2. Have your information rectified if that information is inaccurate or incomplete;
  3. Object to our processing of your Personal Data;
  4. Request that we restrict the processing of your Personal Data;
  5. Be provided with a copy of the information we have on you in a commonly used format;
  6. Withdraw your consent at any time where LCBAS relied on your consent to process your Personal Data.
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## Contact Us

Lower Columbia Basin Audubon Society  
PO Box 1900  
Richland, WA 99352

Privacy Policy contact email: [secretary@lcbas.org](mailto:secretary@lcbas.org)

[Note: LCBAS does not have a telephone number]