

The California Institute for Biodiversity (CIB) believes in strong data privacy. This document explains our Privacy Policy in relation to you and your personal data. This policy applies to personal data collected through channels such as email, paper forms, phone calls, websites, etc. We may revise this Privacy Policy from time to time, in order to protect your personal information, as required by law. Your use of this website indicates your acceptance of our Privacy Policy. You may opt-out of receiving emails from us by emailing request to info@calalive.org.

CIB will not publish, sell trade, or rent e-mail addresses, mailing addresses or telephone numbers of our supporters or donors. Names may be published or shared for the sole purpose of donor recognition in accordance with publication release policies. CIB acknowledges the importance of protecting your privacy and personal information and will adhere to all applicable privacy laws.

Concerning the Handling of Personal Information.

We collect data about you when you:

- submit an inquiry or registration form;
- make a donation or sign an online petition;
- participate in our online events and activities;
- subscribe to one of our online services, such as newsletters or volunteer registration forms;
- use this website;
- communicate with us (via email, phone, postal mail, etc.);
- otherwise provide your details to us either online or offline.

The elements of your information that we collect may include:

- first and last name;
- address;
- phone numbers;
- email address;
- if you make a donation, details such as credit card information may be collected by donation-processing third parties, such as PayPal. ***CIB does not keep your credit card information;***
- other information you voluntarily provide to us.

Mobile Opt-In. By providing your mobile phone number you consent to receive text messages from CIB. Message and data rates may apply. You can always unsubscribe from messages by texting “STOP” to opt-out. You can also text HELP for more information. Recurring messages should be expected. Your mobile telephone number, opt-in data and SMS messaging will not be shared with any unaffiliated third parties or otherwise sold, transferred, disclosed, or disseminated to any third party. As always, message and data rates may apply for any messages sent to you from us and to us from you. The wireless operator does not guarantee that alerts will be delivered and will not be held liable for delayed or undelivered messages. If you are experiencing issues with the messaging program you may get direct assistance by contacting us at info@calalive.org.

Compliance with Children’s Online Privacy Protection Act. Protecting the privacy of minors is especially important. CIB never collects information through the website from individuals who CIB knows are under the age of 13 years, and no part of the website is structured to attract anyone under 13 years of age. If CIB becomes aware of having information about anyone under 13 years old, CIB will promptly delete the information.

Purpose of Use and Disclosure of Information. We only intend to use your personal information for the following purposes, though we reserve the right to use personal information in any other manner permitted by law:

- providing you with personalized service;
- operating this website and understanding its use for statistical purposes (number of site visits, average time visitors spend at the site, etc.) and security purposes;
- managing and processing inquiries, registrations, donations and other interactions with you;
- forwarding petitions you have signed to advocacy targets;
- providing you with information about services such as newsletters, news, reports etc. and informing you of other relevant CIB activities. We will not send you such information if you object to receiving it from us or if applicable local law does not permit us to send such information to you;
- other marketing purposes where you have consented or where applicable law does not require consent;
- in order to communicate with third party service providers. Third-party service providers are required to comply with data protection laws and policies. Our third-party service providers may change from time to time. Third-party service providers are used for purposes which may include, but not necessarily be limited to:

- process donations;
- operate CIB websites and other IT systems;
- administer our e-mail lists;
- comply with applicable laws and regulations.

Privacy Preferences. You may view, correct, or request the deletion of information we have collected from you and stored, by submitting a written request to the attention of “Internal Communications Manager” at the address provided below. You may choose not to receive newsletters, invitations and other similar correspondence from us. You may do this whenever you provide us with personal information by checking the appropriate box on the online or other form. You may subscribe or unsubscribe to any of our mailing lists.

If you request that we disclose, modify or delete your information from our databases, or cease use of your personal information temporarily or permanently, we will comply with your request to the extent it is reasonably practicable for us to do so. We may need to retain certain information for record-keeping purposes. There may also be residual information that remains within our databases and other records to the extent that such retention is legally required and permitted. You may have the right, under applicable law, to access information held about you. Your right of access can be exercised in accordance with applicable law. Any access request may be subject to a fee.

Proceedings. It is possible that a government or other entity may try to compel us to disclose data. Where reasonable, we will challenge any subpoena or other legal process seeking access to the anonymous or personal data we have collected from users of our website and mailing lists or otherwise, however in certain circumstances we may be unable to deny a subpoena or other legal proceedings.

External Websites. CIB websites may contain links to external websites, such as news sites, international institutions, other not-for-profit organizations or other relevant entities. We do not monitor or control information collection or privacy practices of third parties and are not responsible for their practices or the content of their websites. You should review the privacy policies of such third parties to understand how they collect and use information.

Security. We use reasonable physical, technical and administrative security methods to protect data on our servers and other files. This includes mechanisms to protect your personally identifiable information under our control from loss, misuse, or alteration. All employees are kept up-to-date on our security and privacy practices, and only personnel who need access to personally identifiable information to perform a specific job are granted access to that information.

Although your privacy is very important to us, due to the existing legal, regulatory and security environment, we cannot fully ensure that your private communications and other personally identifiable information will not be disclosed to third parties. For example, third parties may unlawfully intercept or access transmissions or private communications. In the unlikely event we need to investigate or resolve possible problems or inquiries, you authorize us to disclose any information about you that may be in our possession to private entities, law enforcement or other government officials if necessary and appropriate.

California Privacy Rights. If you reside in California and have provided your personally identifiable information to CIB, you may request information once per calendar year about CIB’s disclosures of certain categories of your personally identifiable information to third parties for their direct marketing purposes. Requests must be submitted to info@calalive.org.

Your Acceptance of These Terms. By using CIB websites and other tools, you signify your acceptance of this Privacy Policy. If you do not agree to this policy, please do not use CIB websites and tools.

Contact Information. If you have any questions about this Privacy Policy, including any complaints regarding our handling of personal information, please send an email to info@calalive.org or a letter to: The California Institute for Biodiversity, 1400 Shattuck #12 PMB 101, Berkeley, CA 94709

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