PRIVACY POLICY
Rocky Mountain Field Institute

Effective as of: March 31, 2017

This Privacy Policy discloses the privacy practices for www.rmfi.org. This Privacy Policy applies solely to information collected by this website. It does not apply to information that you may submit to us offline or by companies or organizations to which we may link or who may link to us.

This Privacy Policy will notify you of the following:

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

By using our website, you are accepting the practices described in our Privacy Policy. If you do not agree to the terms of this Privacy Policy, please do not use the website. We reserve the right to modify or amend the terms of our Privacy Policy from time to time without notice. Your continued use of our website following the posting of changes to these terms will mean you accept those changes. If we intend to apply the modifications or amendments to this Privacy Policy retroactively or to personal information already in our possession, we will provide you with notice of the modifications or amendments.

If you have any questions about this Privacy Policy or don't see your concerns addressed here, you should contact us by email at rmfi@rmfi.org.

INFORMATION COLLETION, USE, AND SHARING
We collect two basic types of information from you in conjunction with your use of the website, personal information and non-personal information. Personal information is information that you supply to us that can individually identify you and includes, among other things, your name, e-mail address, telephone number, postal address, credit card, billing and contact information. We receive this information when you voluntarily register for a workday or work event, choose to sign up for our newsletters, complete an online survey, or RSVP for a RMFI event.

Non-personal information includes information that does not personally identify you; it includes tracking and usage information about your location, demographics, use of the website and the internet as provided by Google Analytics Google Analytics is a web analytics service provided by Google, Inc. on our websites. Google Analytics uses cookies or other tracking technologies to help us analyze how users interact with and use the website, compile reports on the websites' activity, and provide other services related to websites activity and usage. The technologies used by Google may collect information such as your IP address, time of visit, whether you are a return visitor, and any referring website. The website do not use Google Analytics to gather

information that personally identifies you. The information generated by Google Analytics will be transmitted to and stored by Google and will be subject to Google's privacy policies.

We will not share, sell, or rent your personal and non-personal information to anyone.

<u>HOW LONG DO WE KEEP YOUR INFORMATION?</u>
Following termination or deactivation of your account, RMFI may retain information (including your profile information) and user content for a reasonable amount of time for backup, archival, and/or audit purposes. If you have any questions about termination or deactivation of your account, please contact us directly at rmfi@rmfi.org.

<u>SECURITY</u>
We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.
Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

<u>HOW TO CONTACT US</u>
Should you have other questions or concerns about these privacy policies, please call us at 719-471-7736 or send us an email at rmfi@rmfi.org.