# BYEP PRIVACY POLICY

Last updated September 9, 2020

## INTRODUCTION

Big Sky Youth Empowerment Project ("BYEP", "we", "us" or "our") respects your concerns about privacy and value the trust you have placed in us. This Privacy Policy ("Policy") explains what types of information we collect and how we collect, use, disclose, and safeguard that information.

We reserve the right to make changes to this Policy and will alert you about any changes by updating the "Last Updated" date of this Policy. You are encouraged to periodically review this Policy to stay informed of updates. By using this website (the "Site"), you agree to be bound by the most recently updated terms.

## COLLECTION AND USE OF YOUR INFORMATION

We collect and use information about you to communicate with you about our services, promotions, programs, and events, and to provide programming to BYEP participants. We also collect information to improve your website experience, enroll participants and mentors in BYEP programs, and enable you to make donations to BYEP. Here are the ways we obtain information about you and the types of information we obtain:

#### **Personal Data**

#### **Program Participants and Mentors**`

Given the nature of our programs, we collect sensitive personally identifiable information about you and your family through this Site and through other written and verbal communications you provide to BYEP, such as applications, forms, and ongoing dialogue related to our programming. This information includes names, addresses,

education, email addresses, telephone numbers, age, gender, health information, criminal history, and financial information, as well as goals, interests, challenges and concerns relating to personal growth and development, sexuality, education and friendships, all of which you voluntarily give to us when you use the Site or when you choose to participate in various activities sponsored by BYEP. Additionally, you may be asked to provide some personal information from time to time to various third-party vendors who sponsor program activities (e.g. ski resorts, outfitters) to participate in those activities.

## **Fundraising**

For fundraising purposes, we collect demographic and financial information such as names, phone numbers, email addresses, physical addresses, spousal information, credit card information, club memberships, occupations and places of employment. We use third-party vendors to process donations made through the Site and during other events, and you are encouraged to review their privacy policies and contact them directly for responses to your questions. BYEP itself does not store credit card information provided through the Site, but such information may be stored by vendors for some period of time, in accordance with the vendors' policies. BYEP may also collect publicly available information through other sources relating to fundraising and donors.

#### **Derivative Data**

Our servers automatically collect certain information when you access the Site, such as your IP address, your browser type, your operating system, your access times, your location and the pages you have viewed directly before and after accessing the Site.

## DISCLOSURE OF YOUR INFORMATION

BYEP does not share personal information about you with any third parties for their own

marketing purposes. All personal data is kept within BYEP for purposes of providing programming, communication, outreach and fundraising. However, we may share information outside of BYEP for the following limited purposes.

#### By Law Or To Protect Rights

If we believe the release of information about you is necessary to respond to legal process, to investigate or remedy potential violations of our policies, or to protect the rights, property, and safety of you or others, we may share your information as permitted or required by any applicable law, rule, or regulation, including the Department of Family Services or law enforcement.

#### Third-Party Service Providers

We may share your information with third parties that perform services for us or on our behalf, including without limitation payment processing, data analysis, email delivery, hosting services, and program development. These service providers may have their own privacy policies that may apply, but these providers are not authorized by us to use or disclose the information except as necessary to perform services on our behalf or to comply with legal requirements. We encourage you to review the privacy policies of our service providers.

#### **Donations**

BYEP may share the names of donors and amounts of donations in its annual report and similar publications unless the donor has requested anonymity.

# TRACKING TECHNOLOGIES

#### **Cookies and Web Beacons**

We and our service providers may use cookies, web beacons, tracking pixels, and other tracking technologies on the Site to help customize the Site and improve your experience. When you access the Site, your personal information is not collected using

tracking technology. Most browsers are set to accept cookies by default. You can remove or reject cookies but be aware that such action could affect the availability and functionality of the Site. You may not decline web beacons. However, they can be rendered ineffective by declining all cookies or by modifying your web browser's settings to notify you each time a cookie is tendered, permitting you to accept or decline cookies on an individual basis.

#### Website Analytics

We also partner with selected third-party vendors such as Google Analytics and Squarespace to, among other things, analyze and track users' use of the Site, determine the popularity of certain content and better understand online activity. By accessing the Site, you consent to the collection and use of your information by these third-party vendors. You are encouraged to review their privacy policies and contact them directly for responses to your questions. We do not transfer personal information to these analytics third-party vendors.

### THIRD-PARTY WEBSITES

The Site may contain links to third-party websites and applications of interest, including external services, that are not affiliated with us. Once you have used these links to leave the Site, any information you provide to these third parties is not covered by this Privacy Policy, and we cannot guarantee the safety and privacy of your information. Before visiting and providing any information to any third-party websites, you should inform yourself of the privacy policies and practices (if any) of the third party responsible for that website, and should take those steps necessary to, in your discretion, protect the privacy of your information. We are not responsible for the content or privacy and security practices and policies of any third parties, including other sites, services or applications that may be linked to or from the Site.

# **SECURITY OF YOUR INFORMATION**

The security of personal information is a high priority for us. We maintain online and offline safeguards to protect against unauthorized disclosure, use, alteration and destruction of the personal information in our possession. We used experienced payment processing service providers to protect the security of your credit card information, and we encourage you to review their privacy policies.

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, donations) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment. We use administrative, technical, and physical security measures to help protect your personal information. While we have taken reasonable steps to secure the personal information you provide to us, please be aware that despite our efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse. Any information disclosed online is vulnerable to interception and misuse by unauthorized parties. Therefore, we cannot guarantee complete security if you provide personal information.

# **EMAILS AND COMMUNICATIONS**

If you no longer wish to receive correspondence, emails, texts or other communications from us, you may opt-out by contacting us using the contact information provided below. If you no longer wish to receive communications from third parties, you are responsible for contacting the third party directly.

# **CONTACT US**

If you have guestions or comments about this Privacy Policy, please contact us at:

info@byep.org