

Privacy Policy

The Lewis and Clark Trail Heritage Foundation, here after referred to as the *LCTHF*, is committed to respecting and protecting your privacy.

This privacy policy governs our collection and use of personal and business information collected from members and visitors to our website, through email and regular mail correspondence, telephone calls, faxes, and all other means of gathering and disseminating data. Our privacy policy is accessible through the LCTHF website at all times.

The purpose of this policy is to inform our members on what types of information we collect and how we share it. It provides members a way to protect their privacy and make informed choices.

As a volunteer, non-profit organization, this policy is meant to guide our staff and volunteers to follow best practices when gathering, sharing, and protecting information about our members.

In general, our policy is to use the data we collect for such uses that are required to run our organization and our cause, following the professional standards required and expected from nonprofit organizations.

LCTHF reserves the right to change this policy whenever deemed necessary without prior notification. Should changes be made, the date of revision will be included in this notice.

This policy is not retroactive. Any collecting or sharing of information previous to the adoption of this policy is not necessarily subject to its conditions and terms.

What personal information do we collect?

Personal information that we collect may include name, home address, phone number, email address, donor level, membership status and level, Chapter membership, and photographs taken at LCTHF events.

Other personal information may be collected as needed. For example, Board-at-Large members and authors for *We Proceeded On* submit autobiographies which may include school affiliations, degrees, and work experience.

We do not collect or store credit card numbers or credit verification values (CVV numbers).

Visitors to our website

The LCTHF website collects information about each visitor in several ways. These may include:

1. Your IP address
2. Web cookies
3. Online forms

IP Addresses

An **IP address** is required to connect your computer to the Internet. An IP address does not reveal any personal information about you. Our web server logs IP addresses of all visitors to automate information collection concerning web traffic, usage, length of time visitors stayed, new visitors, entry and exit

points, and the like. It is also used as statistical information for reporting and to find ways to improve web usability.

Web Cookies

Our website may use web cookies to gather information about traffic and to enhance your visit to our site. A **web cookie** is:

“A message given to a Web browser by a Web server. The browser stores the message in a text file. The message is then sent back to the server each time the browser requests a page from the server.” (from *Webopedia* at: <http://www.webopedia.com/TERM/C/cookie.html>, accessed 6/01/2015.)

Web cookies cannot carry viruses or install malware.

You can de-activate web cookies via your browser's privacy settings. Additionally, you can visit websites in your browser's 'private window' which writes cookies to temporary memory instead of your computer's hard drive.

Information gathered by any web cookies from our site is never used to disseminate information about your personal use of the Internet, personally identify you, or used for any marketing or advertising purposes.

Third-party web services and tracking cookies

Tracking cookies and especially **third-party tracking cookies** are commonly used as ways to compile long-term records of individuals' browsing histories. (from *Wikipedia* at: http://en.wikipedia.org/wiki/HTTP_cookie, accessed 6/1/2015.)

Some of our web pages employ web services from other providers. When we load these services on one of our web pages, the sponsoring organization can read and write web cookies.

We do use certain third party web services to make our website function better. Currently, our use of third party web services is limited to Google services such as Google Map, Google Analytics, and a Google-provided JavaScript library that provides compatibility with older browsers.

Many websites place **clear gifs**—tiny invisible images—on their pages in return for fees collected from advertisers and marketing companies. *We do not place clear gifs on any of our pages or collect fees from any advertising or marketing organizations.*

If you are concerned about third party tracking cookies, you can disable them via your browser's privacy settings.

Online Forms

In order to register for meetings, donate, or pay for membership, our website may lead you to a different, more secure web server. These servers are managed by third parties that we contract with to ensure your data is transmitted securely. These providers encrypt the form's data before it is sent from your computer to the server.

The third party servers we contract with must obtain a valid certificate from an official certification agency. If their certificate is not valid, your browser will warn you and give you the option to close the page.

If you are uncomfortable conducting online transactions, paper-based alternatives are provided whenever possible. If no paper alternative is provided, please contact our staff.

[Links to other websites](#)

Some of our web pages provide links to external websites related to our mission and purpose. These links are offered for convenience and informational purposes only. We do not review or maintain any of these third party websites.

We assume no responsibility for the content of any linked site, or any link contained within a linked site, that is not under our control. Nor does a link to those sites constitute an endorsement or adoption of any information or views expressed in them or of any products or services offered through them. We make no warranties or representations regarding such other websites and accept no responsibility for their content, accuracy, quality, nature, reliability or other aspects.

We do not control the privacy or security practices of third parties. You should review the policies and practices of other parties whose websites you access, including their privacy, security, and data handling policies, all of which may differ from ours.

[Social Media](#)

Posts to social media are bound by the terms of use and privacy policy of the social media provider. For example, the LCTHF has a group at Facebook. All posts to that group including text, likes, and photos are published under the terms of use and privacy policy of Facebook. It is important that you read and understand the terms of use of any social media provider before using that service.

[How we share information](#)

[Photographs](#)

Photos taken at LCTHF events such as annual meetings, regional meetings, and Chapter meetings may be shared.

In addition to this privacy policy, attendees and guests at LCTHF events should be provided verbal and/or written reminders that photos taken at the event may be shared.

By attending LCTHF events, you provide consent for LCTHF staff and volunteers to use these images in promotional brochures, *The Orderly Report*, *We Proceeded On*, our website, and other published media.

You can opt-out of this sharing by selecting the opt-out check box on the registration form, the opt-out check box provided on the LCTHF membership form, or by updating your LCTHF Privacy Preferences (see below).

Publishers of *We Proceeded On*, website pages, brochures, *The Orderly Report*, and other public media, should not publish or share photos that contain recognizable faces from the general public (those who are not LCTHF members or guests) UNLESS a written photo release or written record of a verbal photo release is recorded.

Publishers should not share photos that include recognizable faces of members who have opted out of photo sharing UNLESS a written exception is provided by that member.

Donations

Donor names, donation levels, and membership levels may be published in the *Annual Report* and *We Proceeded On*. If you wish to remain anonymous when making a donation, select that option on the donation form.

Publications Posted on the Website

Currently, all *We Proceeded On* issues are published on the LCTHF website one year after their initial publication. *The Orderly Report* is also published on the LCTHF website. Chapters often publish their newsletters on Chapter websites and the LCTHF website. For this reason, when you provide contact information in a LCTHF publication, it is best practice to provide only your LCTHF email address or a Post Office box number. Information about LCTHF email addresses is given below.

Email Notifications

When you provide your email address on a membership form, you are opting to receive Foundation notifications via e-mail. Notifications include renewal notices, receipts for dues or donations, or similar emails. *The Foundation does not send ads, promotions, or marketing emails.*

We share personal email addresses only with internal staff and key volunteers and only for the purpose of official Foundation communication. We do not share personal email address with other members or external parties.

If you would like to opt-out from receiving email from the Foundation, select the appropriate check box on the membership form or update your Privacy preferences (see below).

When sending 'mass' emails, the LCTHF should first try to use mail merge software that sends emails to each recipient on the distribution list one at a time. This prevents the inadvertent sharing of email addresses by listing the entire distribution list in the email's header information.

When mail merge software is not available, recipient address or distribution lists should be placed in the **Bcc: box**. The Bcc: box is an option that blocks each recipient from viewing or replying to all the other email addresses in the list. Most email programs have a Bcc command which displays the Bcc box. The addresses placed in this box are visible only to the sender. This practice applies especially to Chapters when they send 'mass' mailings to its members and affiliates.

LCTHF Email Addresses and Mailboxes

A **LCTHF email address** automatically forwards email to a second, specified address. The sender does not see the second email address until he/she receives a reply. For example, an email sent to *oregonchapter@lewisandclark.org* automatically forwards to that president's personal email at *gmail.com*. The sender does not see the president's personal address unless the president chooses to reply to that email.

Any LCTHF volunteer who needs to share their email address in a brochure, publication, registration notice, or the website, should be issued a LCTHF email address. This includes the Executive Committee, At-Large Board, Chapter contacts, key volunteer positions, and registrants for meetings.

A **managed mailbox** requires a username and password to read and send email for that email address. A mailbox appears in most email programs as an **Inbox**. LCTHF staff should be provided a managed mailbox to use for LCTHF business.

[Viewing and correcting your personal information and privacy preferences](#)

You can view and correct your membership information and change certain privacy preferences. Contact our office staff via email, phone, or mail to initiate the process. A report will be emailed or mailed to the address on record. If either address has changed, you will be asked to verify your identity before any personal information is transmitted.

Lindy Hatcher
P.O. Box 3434
Great Falls, MT 59403
888-701-3434
406-454-1234
lindy@lewisandclark.org

[Opt Out Options](#)

You can adjust your privacy preferences by opting out of the following:

- Sharing photos in which you can be personally recognized
- Email Notifications
- Publishing of name and donation level