

## **Big Sky Institute for the Advancement of Nonprofits**

### **PRIVACY POLICY**

#### **I. PURPOSE**

- A. The Big Sky Institute for the Advancement of Nonprofits (BSI) is committed to respecting privacy. This privacy policy governs our collection and use of personal and business information collected from visitors to our website, through our email and regular mail correspondence, telephone calls and faxes, and reflects our policies toward privacy in respect to all other means of gathering and disseminating data.
- B. Our policy is to use any and all data collected by any means, whether through the Internet, email, an online database and/or any interactive forms or surveys only for such uses that are important to our organization, for the design and delivery of services.
- C. BSI reserves the right to change this policy whenever deemed necessary without prior notification. Should changes be made, they will be posted on this Privacy Notice with the date of revision.
- D. BSI maintains internal lists of donors, consultants and other contacts. Because your physical mail and e-mail addresses are confidential, we never share either type of list with outside parties, and only key BSI personnel and certain technical contractors are allowed access to the areas of the computer systems in which we store our lists. Lists are accessed only for the purpose of upgrading our computer systems or distributing BSI newsletters, publicity campaigns, alerts, correspondence, event notifications, or other professional communications that help us accomplish our mission as a nonprofit organization.
- E. All information about donors and prospective donors, including, but not limited to their names, addresses and contact information, the names of their beneficiaries, the nature and amounts of their gifts, and the size of their estates will be kept strictly confidential by the Corporation and its representatives, except as the donor grants permission to release such information. All requests by donors for anonymity will be honored, except to the extent that the Corporation is legally required to disclose the identity of donors. If the donor agrees, the donor's name and the amount of the gift, may be listed in the Corporation's annual report and other publications.

#### **II. VISITORS TO THE WEBSITE AND WEBSITE SECURITY**

A. Information Collection. The BSI website collects information about each visitor to our website in these ways:

1. through your IP address
2. through cookies
3. through online forms for posting employment, events, and training items
4. through any correspondence you send us via mail to our online posted mailing address, our online listed emails, and through other forms not associated with the database.

Detail about these methods of information collection follows:

### **IP Addresses**

Your IP address does not reveal any personal information about you or your activities. Our web server host logs all 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.

**Cookies** Our website uses cookies to gather information about traffic and to enhance your visit to our site. A 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."

Definition from Webopedia at:

<http://www.pcwebopedia.com/TERM/c/cookie.html>, accessed 04/14/2011.

Cookies are used to customize web pages to provide the user with preferences. They can be deactivated in your browser if you wish by configuring your browser's preferences not to accept them. No information gathered by any cookies we have on our site is used to disseminate information about your personal use of the Internet, nor is it ever used for any marketing or advertising purposes.

### **Online Forms**

Online forms are generated by our database to gather information about you and your organization when you register to receive e-mail communications from us. None of this information is shared with third parties, except that which is intended to be shown on results pages as delineated on the form. If you post information that is available on the web, and wish to have it removed or corrected, please contact us, and we will comply with your request as soon as possible.

## **Correspondence**

None of your contact information or any of your correspondence that you send via regular mail, online through forms, through email, or any other means is ever sold to third parties under any circumstances, and is used only to conduct our daily business in accomplishing our mission under our policies as a nonprofit entity.

### **B. BSI Sharing Practices.**

1. None of the information we collect is shared with any third-party except as aggregated statistics for organizational performance reporting purposes, capturing and defining web traffic patterns, and website improvement. Information of this kind is never used to track or monitor individual users. Our purpose is to provide communications and collaboration with and among nonprofits and funders, to improve the information flow to the nonprofit and philanthropic communities, and to improve the content and usability of our website, programs, products, and services.
2. If you send us questions about our website content or any of our areas of operation, we may forward your request for information to parties who would be able to assist you, or we may respond to you with that information in kind. You may at any time request us not to do so, and we will comply with that request, except as we are required by legal regulations or a court order to do so. It is unlikely we will contact you for verification, but we reserve the right to do so, should it become necessary. If you contact us by email or phone, we may ask you to verify your personal information so that we may respond to your inquiry with an assurance of your identity.
3. Our online database is protected by security put in place to safeguard data integrity and to prevent unauthorized access and/or use of its systems. These security measures have been designed to provide the user with reasonable protection of private information entrusted to our possession.

### **C. Opt In/Opt Out of BSI's electronic communications.** Sign up for electronic communication from BSI by clicking the "Join Our E-mail List" link on any page of the website. Once you are part of our contact/distribution lists, you can opt out any time you like by unsubscribing electronically or by contacting BSI by mail at P.O. Box 1514, Helena, MT 59624 or by calling 406-443-5860.

### **D. Links to Other Websites.** BSI's website links to other websites at the national, regional, and state levels. Although we work hard to make sure we are linking to appropriate sites, and take full responsibility for the content of our site and our own privacy policy, we are not responsible for the privacy practices or the content of sites to which we link.

- E. Online Surveys. Occasionally we may ask you to participate in online surveys in the interest of accomplishing our mission. Such surveys are always on a volunteer basis, and it is not necessary for you to fill them out. Should you decide to fill out a survey, the types of information that are collected may include demographics such as zip codes, age group, services received or provided, etc. However, none of this information will be collected to identify any one individual. Survey information is used in the aggregate to improve our organizational and online services.
- F. Corrections to Personal Information. If your personal or your organization's information needs to be updated, please contact BSI by email or by calling 406-443-5860.
- G. Online Purchases. BSI may provide you with links to web sites to allow you to purchase items and/or services related to nonprofit concerns and activities. Any transaction conducted as a result of those links is not conducted on our site, but is conducted on the site of the seller or the company managing the transaction through their online ecommerce functions. Therefore, BSI does not either see or collect any personal information about you, your transaction, and/or your credit card. All transactions and transaction details are between the purchaser and the company, and BSI makes no guarantee about these transactions. Buyers are responsible to be fully informed about sellers and/or companies managing online transactions policies, and will hold BSI harmless of all disputes between the buyer and the seller/transaction management company. Should BSI offer products and services for online purchase directly on BSI's website in the future, BSI will update this policy as necessary.
- H. Contacting Us. If you believe that your personal and/or private information is being used for a purpose other than its intended purpose, or if you have any questions about our Privacy Policy or the practices of our site, contact BSI at 406-443-5860, and BSI staff will address it in a timely fashion.

Adopted by the Board on May 10, 2013