

Information Privacy Statement

Contents

- [General Privacy Statement](#)
- [Notification of Changes to this Policy](#)
- [Information Collected by the Society](#)
- [Information Submitted by Third Parties](#)
- [Personal Information Collected by the Society Online](#)
- [Other Information Collected by the Society Online](#)
- [Cookies](#)
- [Security](#)
- [Use of Information](#)
- [Sharing of Information](#)
- [E-Mail Correspondence, Newsletters, and Informational Updates](#)
- [Reviewing Information](#)
- [Compliance with this Policy](#)
- [Contact Information](#)

General Privacy Statement

The *Chisago County Historical Society* is committed to its mission "To discover, preserve, and share information about the heritage and history of Chisago County." As an element of its operations in pursuit of that mission, the *Historical Society* routinely collects contact and other personal information from or about its members and users. The *Historical Society* recognizes and respects the need for privacy and security with information of this kind. The *Historical Society* is committed to following both the letter and the spirit of all laws governing its operations, including those pertaining to privacy and use of information.

The following privacy policy describes the *Historical Society's* current policies and practices with regard to information collected from and about its members and users. Unless otherwise indicated, all procedures apply to information collected online (via the Internet, World Wide Web, and e-mail) and offline (via postal mail, telephone, fax, and in person). The collective term "users" is used to refer to Historical Society members, donors, website visitors, students, retail and rental customers, gift recipients for whom personal information is required, people who respond to offers sent by mail, people who request information about the society be sent to them, and all others from whom we collect information in order to provide requested services and products.

Notification of Changes to this Policy

To further its mission and better serve its users, the *Historical Society* is continually improving and adding new functionality and features to its website and improving and adding to its existing services and programs. Because of these ongoing changes and the

changing nature of technology, the *Historical Society's* information practices will change from time to time.

If and when its information practices change, the *Historical Society* will post the policy changes to its website to notify its users of the changes and, where appropriate and practical, give them the opportunity to "opt-out" of the new programs and practices. If you are concerned about how your personal information is used, please check back at the *Historical Society's* website frequently or contact the *Chisago County Historical Society*.

Information Collected by the *Historical Society*

The *Historical Society* currently collects contact information (such as street address, phone and fax numbers and e-mail address); transactional information (such as information collected in connection with the purchase of memberships and member programs, retail purchases, and class registrations); information collected in connection with newsletter and e-mail subscriptions; and information about donations made to the society. Additional information provided by the constituent — such as responses to survey information and information collected to fulfill requests for information about the *Historical Society* — may also be added to society databases. The *Historical Society* may supplement its databases with commercially available marketing information about individuals whose names are already in its databases.

Information Submitted by Third Parties

If, for example, a person purchases a gift membership or gift certificate, the *Historical Society* collects not only the information the purchaser provides about him or herself, but also the information the purchaser provides about the other person. All of this information is subject to the practices within this policy. Gift memberships are acknowledged by postal mail. To inquire about information provided about you by someone else, please contact the *Chisago County Historical Society*.

Personal Information Collected by the *Historical Society* Online

The *Historical Society* collects the personal information users specifically provide when they visit our website. This includes, for example, the information users provide when they purchase a membership or merchandise, or complete a survey. In addition, our e-mail newsletters and information updates often contain hyperlinks to additional information on our website and elsewhere on the web. The society currently uses technology to track how often these links are used and which pages a website user chooses to view. The *Historical Society* uses this information to compile statistics and improve the website design, usability, and content.

Other Information Collected by the *Historical Society* Online

The *Historical Society* uses technology to collect a wide range of statistical information about the use of our website. For example, we currently use technology to determine how

users access the website (this information may include the name of the visitor's Internet Service Provider or the type of web browser used) and which pages are viewed. This technology does not identify users personally — it only enables the society to compile statistics about our site visitors and their use of the website.

Cookies

Cookies are alphanumeric identifiers that are transferred to your computer's hard drive through your web browser to enable our systems to recognize your browser. The *Historical Society* website does not currently use cookies.

Security

The *Chisago County Historical Society* takes security and our users' trust seriously. All written checks and credit card information are handled responsibly. The *Historical Society* uses third party services to securely manage all online financial transactions. Online payments for *CCHS* memberships and other merchandise purchases use *PayPal* ([PayPal Privacy Policy](#)). Donations made online use *Razoo* ([Razoo Security & Privacy Policy](#)). Both services encrypt all transaction information according to the highest standards for secure communication over the Internet.

Use of Information

The *Historical Society* currently uses the information it collects about its members and users to provide the products, services, and membership benefits; to tailor marketing and fundraising contacts with specific individuals or groups; to administer *Historical Society* programs; to improve society services and offerings; to improve the society's website and electronic communications; and to improve operating procedures to better serve its members and visitors.

Sharing of Information

The *Chisago County Historical Society* is firmly committed to protecting the privacy of our users. We do not share our membership, or donor information with any outside entities, except for companies that we must work with to conduct our business. When we do work with such companies (for example, ticketing or fundraising firms), we ensure that they comply with our data privacy and security policies. Certain aggregate data, which does not identify specific users or their personal information, may be shared with funders, government organizations, and other groups (see below for details).

The society does not share its mailing or telephone lists with political candidates, parties or campaign organizations.

There may be limited circumstances in which the *Historical Society* may share or transfer the information in its databases. Examples include; in response to judicial process; to comply with state, federal or local laws; to protect the security or integrity of its

databases or its website; to take precautions against liability; in the event of a society reorganization; or to provide information to law enforcement agencies to the extent required by law.

The *Historical Society* collects and maintains in its databases the names and postal addresses of many users. *Historical Society* users may receive periodic mailings from the society with information on new products and services, upcoming events, or requests for donations to the society. If you do not wish to receive such mailings, please contact the *Chisago County Historical Society*.

E-Mail Correspondence, Newsletters, and Informational Updates

The *Chisago County Historical Society* does not share constituent e-mail addresses with third parties and does not send unsolicited e-mail. E-mail addresses provided to the society are used for sending responses to questions and queries, providing purchase and registration confirmation, and communicating follow-up information. The society also sends e-mail newsletters and informational updates to those who request them. Members or users who receive e-mail newsletters and updates may request to be removed from these lists at any time. Instructions on how to do so are provided within the message.

Reviewing Information

Upon request, the *Historical Society* does its best to provide users with access to their own unique identifier information (e.g. user ID number), contact information (e.g., name, address, phone number, e-mail address), and a description of other information that is maintained about them. The *Historical Society* does its best to correct any inaccuracies that are brought to its attention. Users who wish to review this information may contact the *Chisago County Historical Society*.

Compliance with this Policy

The *Chisago County Historical Society* is very sensitive to concerns regarding privacy of information. The society will review its practices regularly to make sure that they continue to be in the best interests of society users, the society's mission, and the citizens of Chisago County, whom the society primarily serves.

If you have questions or comments about this policy, please contact:

Chisago County Historical Society
P. O. Box 146
Lindstrom, MN 55045-0146
Telephone: 651-257-5310
Email: chisagohistory@frontiernet.net

Chisago County Historical Society Privacy Policy

Effective Date

This policy was last updated on February 24, 2011.

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