



## **Privacy Policy**

*Effective March 9, 2010*

### **GBF's Commitment to Privacy**

Your privacy is important to the Galveston Bay Foundation (GBF). To better protect your privacy, we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

### **The Information We Collect**

This notice applies to all information collected or submitted on the GBF website. On some pages, you can make donations, register as a member, and order merchandise. The types of personal information collected at these pages are:

- Name
- Address
- Email address
- Phone/fax numbers
- Credit/debit card information

On some pages, you can submit information about other people. For example, if you order a gift online and want it sent directly to the recipient, you will need to submit the recipient's address. In this circumstance, the types of personal information collected are:

- Name
- Address
- Email address
- Phone/fax numbers

### **The Way We Use Information**

We use the information you provide about yourself when placing an order only to complete that order. We do not share this information with outside parties except to the extent necessary to complete that order.

We use the information you provide about someone else when placing an order only to ship the product, confirm delivery or notify them of your gift. We do not share this information with outside parties.

We use email addresses to answer the email we receive. If you register on our website or make a donation on our website, you will receive GBF's monthly "E-News," as well as a nominal number of other e-mails. You may "opt-out" at any time from receiving these e-mails by simply clicking "unsubscribe" at the bottom of the e-mail. E-mail addresses are not used for any other purpose and are not shared with outside parties.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

### **Our Commitment to Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

### **Our Commitment to Children's Privacy**

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

### **How You Can Access or Correct Your Information**

You may verify your personally identifiable information that we collect online and maintain by contacting GBF at (281) 332-3381 x213 and asking to speak to a GBF membership representative. We use this procedure to better safeguard your information.

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

### **How to Contact Us**

Should you have other questions or concerns about these privacy policies, please call us at (281) 332-3381 x213 or send us an email at [gbf@galvbay.org](mailto:gbf@galvbay.org).