## **Privacy Policy**

The West Suburban Humane Society ("WSHS," "we," "us," or "our") has created this Privacy Policy to demonstrate its firm commitment to privacy. This Privacy Policy will help you understand how your Personally Identifiable Information (as that term is defined below) is collected on WSHS-dg.org, and how that information may be shared. This Privacy Policy also describes the choices available to you regarding WSHS's use of your Personally Identifiable Information and how you can access and update this information. The following discloses the information gathering and dissemination practices for WSHS.

YOUR USE OF ANY WSHS WEBSITE CONSTITUTES YOUR ACCEPTANCE OF THE TERMS OF THIS PRIVACY POLICY. If you do not agree to the terms of this Privacy Policy, you should not visit or use any WSHS website.

#### **GENERAL DISCLOSURE**

This Site is hosted in the United States and solely intended for United States Visitors. If you are visiting this Site from outside of the United States, please note that by providing your information it is being transferred to, stored or processed in the United States, where our data center and servers are located and operated. The data protection and other laws of the United States and other countries might not be as comprehensive as those in your country of residence. By using our Site, you understand that your information will be transferred to our data center and servers in the United States and to third parties with whom we may share your personal information. If you are visiting this Site from outside the United States and do not wish to allow the transfer of your personal information to the United States, you should not use this Site.

We take your privacy and the protection of your personal information seriously. We will only store, process and disclose your personal information where we have your consent or a legitimate interest and in accordance with applicable law. We will make it clear when we collect personal information and will explain what we intend to do with it. We do our best to protect your privacy through the appropriate use of information security measures.

#### Introduction

In this Privacy Policy we use the term "Personally Identifiable Information" to describe information that can be associated with an individual. We do not consider Personally Identifiable Information to include information that has been anonymized or aggregated so that it does not identify an individual. You represent that if you give us Personally Identifiable Information on behalf of someone else, the person providing the Personally Identifiable Information to you gave you consent to provide that person's individual information to WSHS. If someone else gives us Personally Identifiable Information on your behalf, you represent that you gave that person consent to provide your Personally Identifiable Information to WSHS.

### **Privacy Policy**

This Privacy Policy applies when you:

- Visit or utilize a website on which this Privacy Policy is posted;
- Submit any online WSHS forms including adoption and volunteer applications;
- Make a donation to WSHS through our website;
- Sign up for our newsletters or other announcements; or
- Otherwise interact with WSHS online or offline.

### **Notification of Changes to Privacy Policy**

WSHS may update this Privacy Policy at any time to reflect changes to WSHS's privacy practices. Users can find out about changes in this Privacy Policy by visiting this page. Your continued use of any WSHS website constitutes acceptance of any such changes. We encourage you to periodically review this page for the latest information on WSHS's privacy practices. This Privacy Policy was last revised in December 2017. We also encourage users to read this Privacy Policy thoroughly and use it as a point of reference for the future.

### **Personally Identifiable Information**

The website collects Personally Identifiable Information from various locations, including at, but not limited to, the following locations:

- Online WSHS forms including adoption applications and volunteer applications; or
- Online donations to WSHS:

The Personally Identifiable Information collected includes:

- Name;
- Title;
- Home address;
- Business address;
- Email address; and
- Billing information such as debit or credit card number, expiration date, security code (if applicable), and billing address which is collected by our third party payments processor.

When you use any WSHS website, we may automatically record information such as browsing activity and data displayed or clicked on (such as UI elements, ads, and links), and we may collect other information, including, but not limited to, the type of device you use, browser type, operating system version, IP address, data and time of access, and device identifier.

WSHS uses Personally Identifiable Information to provide your billing information to a third party to process donations, and volunteer applications, subscribe to email news services, and other event announcements.

### **Privacy Policy**

Users may choose to decline receiving future mailings by following the instructions in the "Opting Out" section below. Aggregated demographic information may also be compiled and shared, but will not identify the individual user.

#### Cookies

Cookies are small data files that are sent from a website's server and are stored on your device's hard drive either for only the duration of your visit ("session cookies") or for a fixed period ("persistent cookies"). Cookies contain information that can later be read by a web server. Our website uses cookies to collect information about your use of our website, including, but not limited to, to keep track of your online shopping cart. The shopping cart may not perform correctly if the cookies option is turned off in the browser settings. The WSHS website uses cookies to restrict access to some content. WSHS members who elect to browse the website with the cookies option turned off may not be able to access restricted content.

Some newer web browsers have a "do not track" preference that transmits a "do not track" header to the websites you visit with information indicating that you do not want your activity to be tracked. We do not respond to web browser "do not track" signals at this time.

#### Web beacons

Our web pages may contain electronic images known as web beacons (sometimes called single-pixel gifs), which are used along with cookies to compile aggregated statistics to analyze how our website is used and may be used in some of our emails to let us know which emails and links have been opened by recipients. This allows us to gauge the effectiveness of our customer communications and marketing campaigns.

#### Log Files

We may collect information to analyze traffic on WSHS's website. Such information includes, but is not limited to, browser type, IP address, access time, and files accessed are collected in log files. Aggregate information generated from the log files is sometimes shared with advertisers.

#### Links

This website contains links to other websites. WSHS is not responsible for the privacy practices or the content of other websites. If you submit Personally Identifiable Information to those websites, your information is governed by those websites' privacy statements. Please carefully read the privacy statements of the websites to which we link, as their privacy practices may differ from those of WSHS's websites.

### **Privacy Policy**

#### **Opting Out**

Our website provides users the opportunity to opt out of receiving certain communications from WSHS. Choosing to opt out of emails currently means you will NOT receive ANY email from WSHS. Likewise, opting out of emails and mailings means you will receive no announcements about upcoming meetings or announcements.

Users who do not want to receive mailings or emails from WSHS can also contact WSHS by the following means and request to be excluded:

Carolyn Mossberger at 630-960-9600, ext. 25 or director@wshs-dg.org.

### **Changing Information**

Users have the ability to change information previously provided such as name, address, telephone, and e-mail address. Please contact WSHS by the following means to make or request the change:

Accessing Change of Address

Email: <u>director@wshs-dg.org</u>

Telephone: 630-960-9600, ext. 25

#### Security

Maintaining the integrity of data collected on WSHS's websites is of utmost importance to WSHS. We follow generally accepted best practices to reasonably protect the information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, we cannot guarantee its absolute security.

#### **Children's Online Privacy**

WSHS websites are not intended to be used by anyone under the age of 13 and, as such, WSHS does not knowingly collect Personally Identifiable Information from anyone under the age of 13. If you are under the age of 13, please do not submit any Personally Identifiable Information to WSHS or create an online user account. If a parent or legal guardian becomes aware that his or her child under the age of 13 has provided us with Personally Identifiable Information without parental or legal guardian consent, the parent or legal guardian should contact the WSHS Web Communication division and we will delete such information from our files

## **Privacy Policy**

### Questions

If you have any questions about this Privacy Policy, WSHS's privacy practices, or your use of any WSHS website, please contact Carolyn Mossberger