

# **RGS Privacy Policy**

## **Privacy policy and legal statements relative to use of this site...**

### **Privacy Policy**

Ruffed Grouse Society (the “Organization”) understands the importance of protecting the privacy of its members and users and registered users of this website (the “Site”). The Organization is committed to providing a fun, safe and secure website for people of all ages. We are dedicated to safeguarding all personal information collected online and to helping our visitors learn how to exercise control over personal information while exploring the Internet. To help ensure a rewarding online experience for all visitors, we provide this summary of our information practices. This Privacy Policy discloses the Organization’s practices relating to collection, use and disclosure of information that you may provide to the Organization, including through this Site. Before you submit any personal information to the Organization through this Site or otherwise, please thoroughly review this Privacy Policy, and contact us if you have any questions.

### **Your Consent**

By using this Site, you agree with and accept the terms of this Privacy Policy. Whenever you submit personal information to the Organization through this Site or in some other fashion, you consent to the collection, disclosure, use and retention of that information in accordance with this Privacy Policy.

The Organization retains the right to deny access to anyone who we believe has violated any portion of the Privacy Policy or the related Terms of Use.

### **Children**

It is against RGS policy for a Child under age 13 to register on the Site, we ask that he or she obtain parental permission and have a parent or guardian create an RGS Account.

### **Collection of Information About You**

The Organization collects personal information from its users and registered users of the Site primarily to assist in providing a rewarding experience during use of the Site and to assist us in fulfilling your requests. We collect such information directly through this Site, in responses to our specific requests and via e-mail, web input screens and forms, and other interactive online activities. The types of personal information we collect include your name, company, mailing address, residence, business, and/or mobile telephone number(s), e-mail address, and information about your interests.

Once you register with the Organization or the Site and sign in to our services, you are not anonymous to us.

The Organization/Site collects information about your transactions with us. Credit card information is used for one-time billing purposes only and not stored on our server(s) but is transmitted in an encrypted manner directly to the approving company. The Site's credit card system only retains the last four (4) digits of your billing information. The Organization offers recurring billing transactions, but currently only via direct communication with Organization staff which enters the information into our vendor's secure database. Storage of this card information and security is handled entirely by this vendor.

### **Information Sharing and Disclosure**

RGS does not rent, sell, or share personal information about you with other people or nonaffiliated companies **except** to provide products or services you've requested, when we have your permission<sup>1</sup>, or under the following circumstances:

- We may rent, sell or share the personal information of users, who have not Opted-out<sup>1</sup>, to trusted partners who work on behalf of or with RGS under confidentiality agreements. These companies may use your personal information to help us communicate with you about offers from us and our marketing partners. However, these companies do not have any independent right to share this information.
- We transfer information about you if the Organization is acquired by or merged with another company. In this event, RGS will notify you before information about you is transferred and becomes subject to a different privacy policy.

**<sup>1</sup>RGS also sells its membership list to companies or organizations for one-time use to contact our members relative to products or services we think they would appreciate. Should you not want to be included in that list, please login to the RGS Forums and edit you're My Membership details: Marketing Preferences or contact [Membership@ruffedgrousesociety.org](mailto:Membership@ruffedgrousesociety.org) to opt-out.**

Since most Organization members come via fund raising banquets, to get an Opt-in for name and address sales, for one-time use by recognized mailing houses via our mail list manager, would be extremely difficult. Each issue of the quarterly magazine has an **Unwanted Mail Alert** in the masthead. Anyone who contacts the Organization has their record immediately updated to reflect their wishes.

An Opt-out Policy is in place for member/donor names and addresses sold via our mail list manager. It is also an opt-in (default checkmark) for those joining or renewing online as the JOIN & RENEW DIRECT form contains a Yes/No item on the donor's name and address entry page:

Share my name/address with outside businesses. Yes/No Read Policy.  
<http://www.ruffedgrousesociety.org/privacy-policy#InfoShare>

An Opt-in Policy is in place for all emails, as the member may provide their email address on the banquet member stub or member application. They can opt-out easily and permanently, since we use Constant Contact for large-scale email communication, which company requires that ability with each bulk email we send.

### **Automatic Collection of Information**

As you navigate this Site, certain limited information can and may be collected automatically from you without your active involvement, using methods known as cookies and navigational data collection. Some of the information (e.g., type of web browser) does not identify who you are. Other information, such as your Internet Protocol ("IP") address or originating domain, may identify you indirectly, when supplemented with other commercially available sources of information.

When you visit this Site, we send to your computer one or more cookies, which are small text files containing a string of characters that store information about a visitor when he or she navigates from one Web page to another. The Site's cookies hold users' unique session identifiers, allowing our server to return correct information back to the user during navigation of the Site. These cookies uniquely identify your computer to the Site, but do not facilitate the gathering of personal information. We use cookies to improve the quality of our service by storing user preferences and tracking user trends. Most web browsers are set up to accept cookies, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some features of this Site will not function properly if your cookies are disabled.

RGS uses information for the following general purposes: to customize the advertising and content you see, fulfill your requests for products and services, improve our services, contact you, conduct research, and provide anonymous reporting for internal and external clients.

RGS may let other companies that show advertisements on some of our pages set and access their cookies on your computer. Other companies' use of their cookies is subject to their own privacy policies, not this one. Advertisers or other companies do not have access to RGS' cookies. The Organization also uses tracking technologies to gather anonymous information about your browsing habits. Links in our e-mail communications to recipients are tracked via Constant Contact's technology to provide email handling and hyperlink click data. Information such as your operating system, browser, resolution, and geographical location is collected via Google Analytics data or is collected on the Site relative to products ordered, and order total. This information is used to help us understand the behavior of visitors to the Site and the effectiveness of online and e-mail messages. Except where necessary to fulfill your online orders your information is submitted anonymously, and no sensitive or personally identifiable information is transmitted.

Furthermore, our computer servers automatically record information that your browser sends whenever you visit a website. These server logs may include information such as the date and time of your access to the Site, the length of time of your visit, the portions of the Site accessed, the number of times you visit and navigate the Site, the IP address assigned to your computer, the type of browser used by your computer, the domain from which your connection to the Site originates, and one or more cookies that may uniquely identify your computer.

We assign you a unique internal identifier to help keep track of your future visits. We use this information to gather aggregate demographic information about our visitors, and we may use it to personalize the information you see on the Site and the e-mails you receive from us (should you grant us permission to send e-mails to you). We keep this information for our internal use; we do not share it with others. This information is in no way tied to your personal information, including your e-mail address.

### **Collection, Disclosure, Use and Retention of Information Other Than Employee Data**

Except as otherwise stated at the point of collection, we may use your information for improving the content of the Site, customizing this Site to your preferences, communicating information to you and subsequently updating such information, internal marketing and research purposes, and as further specified in this Privacy Policy. We may combine such information with other passively or actively collected information unless we specify otherwise at the point of collection.

The Organization may transfer your information, including personally identifiable information, to third parties, including contractors we use to support our business (e.g., marketing services, fulfillment services, technical support, delivery services, credit card companies, payment processing services, and financial institutions), in which case we will require such third parties to agree to treat your information in accordance with this Privacy Policy or as you may otherwise have previously consented. In the event that you choose to place an order with one of our third party partners, we will, in some cases, share certain information, including your e-mail address with the third party partner in order to facilitate your transaction. We always will ask for your consent prior to sharing your information with any of our third party partners.

The Organization also may transfer your information (i) to our affiliated organizations (chartered chapters or other subunits of the Organization; (ii) in connection with the sale, assignment or other transfer of the business function of the Organization to which the information relates, in which case we will request any such buyer, assignee or transferee to agree to treat it in accordance with this Privacy Policy; (iii) to protect the rights, property or safety of the Organization, its employees or visitors to this Site; or (iv) in compliance with subpoenas or other valid court orders, in response to inquiries and requests from regulatory authorities, in connection with the prevention or detection of fraud, for legal process, or to establish or exercise our legal rights or defend against

legal claims, necessary to share information in order to investigate, prevent, or take action regarding illegal activities, game violations, suspected fraud, situations involving potential threats to the physical safety of any person, violations of the Site's [Terms of Use](#), or as otherwise permitted or required by law. In addition, we will make full use of all information acquired through this Site or otherwise that is not identifiable to you.

RGS does not provide any personal information to the advertiser when you interact with or view a targeted ad.

RGS advertisers include financial service providers (such as banks and lending institutions) and non-financial companies (such as retailers and manufacturers of outdoor, and non-outdoor, related products).

RGS works with vendors, partners, advertisers, and other service providers in different industries and categories of business.

### **Collection, Disclosure, Use and Retention of Employee Data**

This Site may collect personal information from prospective employees for human resources purposes. The Organization also collects personal information for human resources purposes from current, prospective and past employees through internal sources that are unrelated to this Site. All such information, regardless of the source, is collectively referred to in this Privacy Policy as "Employee Data." Employee Data is collected, disclosed and used to:

- Design, evaluate, implement and provide human resources programs and services to fulfill the employment agreement and otherwise administer employment arrangements, which include but are not limited to staffing, compensation and payroll, benefits, employee education, employee diversity, and organizational development.
- Support employee performance and development assessment programs.
- Fulfill legal, contractual and compliance-related commitments, such as subpoenas, garnishments, ethics investigations, disciplinary investigations, security investigations and compliance with lawful requests for information from government agencies.
- Supply our external service providers and partners with information so that they can administer programs on our behalf, such as health and welfare, savings plans, pension plans, stock plans, performance incentives, stock awards, life insurance, employment verification, unions and bank direct deposits.
- Supply internal service providers, such as our legal, medical, security, corporate electronic directory and information systems management, among others, with information so they can manage their processes and programs.

The Organization will not use Employee Data for any other purposes and will not disclose it to any person except for these stated purposes, unless authorized or permitted by applicable law.

### **Choices for Disclosure and Use of Personal Information**

You may choose to prevent the Organization from disclosing or using your personal information under certain circumstances (“opt out”). You may opt out of any disclosure or use of your personal information for purposes that are incompatible with the purpose(s) for which it was originally collected or for which you subsequently gave authorization. Furthermore, even where your personal information is to be disclosed and used in accordance with the stated purposes in this Privacy Policy, you may elect to opt out of such disclosure to and use by a third party that is not acting as an agent of the Organization. On the other hand, the Organization may disclose your personal information to a third party acting as its agent where this third party agrees in writing to provide at least the same level of privacy protection as is required by this Privacy Policy. Opting out of the disclosure and use of your personal information may prevent you from being hired as an employee by the Organization or participating in certain employee benefit programs.

In the event that the Organization collects sensitive information (i.e., personal information specifying medical or health conditions, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership or information specifying the sexual orientation or activities of the individual), such information will not be disclosed or used by the Organization for purposes that are incompatible with the purpose(s) for which it was originally collected or for which you subsequently gave authorization unless you affirmatively consent to such disclosure and use.

### **Access and Correction**

To access your personal information in the possession of the Organization and correct inaccuracies of that information in our records, please read the below section or contact us in the manner specified in the “How to Contact Us” section below. We ask individuals to identify themselves and the information requested to be accessed and amended before processing such requests, and we may decline to process requests in limited circumstances as permitted by applicable privacy legislation.

### **Your Ability to Edit and Delete Your Account Information and Preferences**

You can edit your My Membership details, including your marketing/opt-in/out preferences, at any time by editing your account profile from the Site’s Forum page. To edit your account profile, log in using your username and password, then click on My Membership to edit your account preferences. Other changes to your online profile can be set under Settings. If you need assistance editing your profile, please call us during our normal work hours.

New categories of marketing communications may be added to the Marketing Preferences section from time to time. Users who visit this page can opt out of receiving future marketing communications from these new categories or they can unsubscribe by following instructions contained in the messages they receive.

We reserve the right to send you certain communications relating to the Organization, such as service announcements, administrative messages, and renewal notices that are considered part of your account, without offering you the opportunity to opt-out of receiving them.

You can delete your account by contacting us.

## **Security**

The Organization takes reasonable measures to safeguard your personal information against unauthorized access, disclosure, copying, use or modification, whether or not in electronic format. We use industry-standard technological precautions, such as Secure Socket Layer technology and encryption in an effort to protect your personal information as you transmit it electronically from your computer to this Site and, furthermore, to protect it from loss, misuse and unauthorized access, disclosure, alteration or destruction. Furthermore, the Organization requires that employees and third-party administrators/processors access your personal information only on a “need-to-know” basis.

You should keep in mind that no combination of security measures can ever provide guaranteed protection all the time. We caution you that e-mail may be particularly vulnerable to unauthorized interception, eavesdropping, modification and spoofing, and, therefore, you should take special care in deciding what information you send to us via e-mail. Moreover, where you use passwords, ID numbers or other special access features on this Site, it is your responsibility to safeguard them.

## **Enforcement**

Any questions, concerns or complaints regarding this Privacy Policy or the Organization’s treatment of personal information may be communicated by [contacting us](#) through this Site, sending an e-mail message to us at [privacy@ruffedgrousesociety.org](mailto:privacy@ruffedgrousesociety.org) or by writing to us at Privacy Officer, Ruffed Grouse Society, 451 McCormick Rd, Coraopolis, PA 15108. When we receive a formal written complaint, our Privacy Officer will contact the author within a reasonable period of time regarding his or her concerns and attempt to resolve these concerns directly with this individual.

## **Links to Other Websites**

This Site may contain links or references to third-party advertisements or websites that are not affiliated with the Organization. The inclusion of any link does not imply the Organization’s endorsement of any other organization or company, its websites, or its products and/or services. Any such linked websites have separate and independent privacy policies which we encourage you to read carefully. Please be aware that the Organization has no control over linked third-party websites and, therefore, no responsibility or liability for the manner in which the organizations that operate such websites may collect, disclose, use or otherwise treat your personal information.

## **Other Terms**

Your use of this Site is subject to our Terms of Use, Conditions, and Disclaimer, etc.

## **How to Contact Us**

To correct or update any personal information previously collected by us, please follow instructions at the original point of collection on this Site, see Information Sharing and Disclosure above, send an e-mail message to us at [privacy@ruffedgrousesociety.org](mailto:privacy@ruffedgrousesociety.org) or contact Privacy Officer, Ruffed Grouse Society, 451 McCormick Rd, Coraopolis, PA 15108 888-564-6747. If you have questions or suggestions, please contact us at this same address. Questions specific to the website should be directed to [webmaster@ruffedgrousesociety.org](mailto:webmaster@ruffedgrousesociety.org).

## **Changes to This Privacy Policy**

The Ruffed Grouse Society, Inc. (RGS) reserves the right, in its sole discretion, to modify, alter or otherwise update the Privacy Policy and Terms Of Use at any time. If this Privacy Policy changes, the revised policy will be posted on this Site. Please check back periodically and especially before you provide any personal information to the Organization. We will notify members or Site users about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your RGS account or by placing a prominent notice on our site.

This Privacy Policy was last updated on December 12, 2011.