

## **WEBSITE PRIVACY POLICY**

At Wolf Ridge Environmental Learning Center, we are serious about protecting your privacy. Our policy is clear – we collect no personally identifiable information about you when you use or visit our website (located at [www.wolf-ridge.org](http://www.wolf-ridge.org)) unless you provide that information to us. Unless we have your permission or are required to do so by law or other extraordinary circumstances, we will not share with any third party the personally identifiable information that we obtain from you.

### **What This Privacy Policy Covers**

This Privacy Policy covers our treatment of information we collect when you visit or use our website to do things such as get information, purchase items, register for attendance, or communicate with us. This policy does not describe information collection policies on websites that we do not provide, including those linked to from our website. It also does not cover information you may choose to share with other users of our website.

### **The Information We Collect**

We do not collect any personally identifiable information about you other than that which you affirmatively choose to submit to us, such as your e-mail address, postal address, telephone number and name. From time to time we automatically collect certain non-personally identifiable information when you visit our website, such as the Internet protocol address of your connection to the Internet, the time and date of your visit, which pages of our website that you access, and the number of times you return to our website. We do not use this information to identify you, but use the information in the aggregate for our internal marketing and similar purposes. This process may involve the automatic placement of a small, removable text file (commonly referred to as a “cookie”) on your computer’s hard drive.

### **How We Use the Personally Identifiable Information We Collect**

We may use the personally identifiable information we collect to communicate with you from time to time to (1) communicate with you on topics that may be of interest to you or your family, (2) reserve a space for you or your child (or other person in your legal care) to attend one or more of our programs or sessions, (3) track and deliver items you purchase through our website, (4) notify you of changes in schedule or programs, (5) process a donation you make, (6) notify you of changes to this privacy policy, as may be necessary, and (7) provide other information to you that is relevant to the goods and services we provide.

### **Changes to Your Personally Identifiable Information**

You may notify us of any changes in your personal information, or request that such information be removed from our records by sending an email message to [mail@wolf-ridge.org](mailto:mail@wolf-ridge.org) specifying the changes or requesting removal. Please be aware, however, that if you choose to have your personally identifiable information removed from our records, you will no longer be able to receive certain updated information from us and we may be unable to appropriately coordinate attendance at one or more of our programs or sessions.

## **When We May Disclose Your Personally Identifiable Information**

We may disclose information about you to third parties if we have a good-faith belief that we are required to do so by law or legal process, to respond to legal claims, or to protect the rights, property or safety of our organization or our attendees, clients or customers.

## **Children's Issues**

Our website is not designed to collect information from children under 13 years of age, and children under 13 years of age are strictly prohibited from submitting any personally identifiable information about themselves to us.

## **Changes to This Privacy Policy**

We may revise and update this Privacy Policy at any time by posting such revised Privacy Policy at [http://www.wolf-ridge.org/contact\\_us/privacypolicy.pdf](http://www.wolf-ridge.org/contact_us/privacypolicy.pdf). We will notify you by email at the address we have on file if there are any material changes to this Privacy Policy. Your continued use of our website after receiving notice of any changes in this Privacy Policy will mean you accept those changes.

## **Last Update**

This Privacy Policy was last updated on, and is effective as of, November 1, 2009.

## **Contact Information**

Questions or comments regarding this Privacy Policy should be sent by e-mail to [mail@wolf-ridge.org](mailto:mail@wolf-ridge.org) or by U.S. mail to Wolf Ridge Environmental Learning Center, 6282 Cranberry Road, Finland, MN 55603, United States of America.