

Privacy and Data Security Policy

OVERVIEW

End of the Oregon Trail, Historic Oregon City, Clackamas Heritage Partners. (CHP) monitors and governs personal data collection and usage regarding its members, visitors, and customers. As such, this Privacy Policy applies to activities, processes, and storage of this data by CHP's:

- Administration
- Website
- Abernathy Mercantile

The CHP website provides the facility to join CHP, to renew memberships, and to purchase CHP marked gear and products related to The End of the Oregon Trail.

Those belonging to CHP or using the CHP website consent to the data practices described in this statement.

Collection of Personal Information

Protecting member and customer private information is our priority. To manage memberships and provide products through the Abernathy Mercantile, we may collect personally identifiable information, such as:

- First and last name
- Mailing address
- E-mail and phone number
- Chapter affiliation
- User ID and password

Information Needed to Complete Purchase Transactions

Billing and Shipping Information - When a CHP membership or product are purchased, we collect and store billing and shipping information.

Credit Card Details - Credit card details are captured and processed by a third-party trusted partner (PayPal/Intuit); that information is not captured or stored by CHP. The information is used to complete purchase transactions.

Posting to the CHP Website

Posts to the CHP public blog that disclose personally identifiable or personally sensitive information become part of the public domain and, therefore, may be collected and used by others without CHP's knowledge or advisement.

Personal Information

We do not collect any personal information unless the person voluntarily provides it. However, members and others may be required to provide certain personal information to us (or PayPal/Intuit) when electing to join CHP or purchase products. These may include:

- Registering for an account on our website.
- Signing up to be a member of CHP.
- Identifying shipping or billing details.
- Sending us an email message.
- Submitting credit card or other payment information (via PayPal/Intuit) when purchasing memberships or products.

To wit, CHP will use such information for, but not limited to, communicating with members and others in relation to membership and or products requested from us.

Use of Your Personal Information

CHP uses personally identifiable information to keep members and purchasers informed of CHP's events, activities, meetings, current organizational news, policy/procedure changes, purchase receipts, delivery information, membership renewal dates, and other information directly pertinent to membership or product purchases made.

CHP does not use personal information to ever cause, or initiate through a third-party, sending marketing materials or third-party announcements.

Automatically Collected Information

CHP may also collect and use personal information to operate its website(s) and deliver the services requested in a professional, reliable, and dependable manner.

Information about members' and others' computer hardware and software may be automatically collected by CHP's third-party website hosting company. This information may include IP address, browser type, domain names, access times, and or referring website addresses. This information is used to:

- Prevent hacking, spam, and malware intrusion,
- Monitor operational performance,
- Maintain quality service levels, and
- Provide general statistics regarding use of the CHP website.

Sharing Information with Third Parties

CHP does not exchange, sell, rent, or lease its membership or customer information to third parties.

Trusted Partners

CHP may temporarily share data with trusted partners, i.e., PayPal, USPS, Constant Contact, Wordpress, Intuit, to process purchases, to send email or postal mail, to provide customer support, and or to arrange deliveries. All such third parties are prohibited from using members' and purchasers' personal information except to provide these services to members and purchasers, and are required to maintain the confidentiality of such information.

Legal Compliance

CHP may disclose personal information, without notice, if required to do so by law, or in the good faith belief that such action is necessary to:

- Conform to the edicts of the law or comply with legal process served on CHP,

- Protect and defend the rights or property of CHP, its members and customers, and/or
- Act under exigent circumstances to protect the personal safety of members, customers, staff or other such users.

Security of Personal Information

Membership Database

Membership information is stored in a database used by the administration to facilitate membership services. It is provided to designated, local board-approved membership chairs for member communication and membership data management.

All website information, including the membership database, is stored on a private virtual server provided by the third party hosting vendor with whom we have contracted.

Data Communicated Over the Internet

CHP secures personal information from unauthorized access, use, or disclosure through the use of an SSL Protocol.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Be aware that no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, members and purchasers acknowledge that:

- There are security and privacy limitations inherent to the Internet which are beyond our control; and
- Security, integrity, and privacy of any and all information and data exchanged between you and CHP through the website cannot be guaranteed.

Children Under Thirteen

CHP does not knowingly collect personally identifiable information from children under the age of thirteen. Youth under that age must ask a parent or guardian for permission to use this website.

Email Communications

From time to time, CHP may contact you by email to provide member-related announcements and/or purchase-related communications.

People who would like to stop receiving specific types of communications via email from CHP may opt out of such communications by contacting the administration and asking for their record to be updated.

Changes to This Policy

CHP reserves the right to change this Privacy Policy from time to time. CHP will then announce significant changes in the way we treat personal information by:

- Sending a notice to the primary email address specified in the Membership Database or Abernathy Mercantile account, and/or
- Placing a prominent notice on the website.

Continued use of the website and continued membership in CHP after such modifications and announcements will constitute your agreement to abide and be bound by this Privacy and Data Security Policy.

Policy Contact Information

CHP welcomes questions or comments regarding this Privacy Policy. If you believe that CHP has not adhered to this Privacy Policy, please contact the CHP Executive Director at:

Clackamas Heritage Partners
1726 Washington Street
Oregon City, Oregon 97045
Email: corinne@historicoregoncity.org
Telephone: 503-657-9336

