

# Bainbridge Island Sportsmen's Club Privacy Policy

## Our Commitment to Privacy

Updated August 2020

Bainbridge Island Sportsmen's Club (BISC) with facilities at 8203 Sportsman Club Rd NE, Bainbridge Island, WA 98110, is the sole owner of the information collected on its sites and through other means. We will not sell, share, rent, or otherwise disclose this information to parties other than as disclosed in this statement. BISC collects information from members and website users in a variety of ways.

The BISC website ([www.biscwa.org](http://www.biscwa.org)) contains links to other sites. Please be aware that BISC is not responsible for the privacy practices of other websites. We encourage users to take appropriate precautions when leaving the BISC website and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the BISC.

## What Information Is Collected From You And How It Is Used

No registration is required to read the public parts of the BISC web site. Only duly authorized representatives of the BISC may post information or materials on the BISC public website. Only authorized representatives and dues paying members may access the private BISC sections of the website. Only BISC Officers and authorized members may post materials there. BISC collects information from our users at several different points throughout our website and from other sources. This section describes these points of collection.

### Membership Registration

In order to become a member of the BISC, interested parties must complete a membership registration form. During registration an applicant is required to give contact information such as name, address, phone number, and e-mail address for all members of their household which will use club facilities. This information is used to create a membership database so we may contact members about topics pertaining to the BISC. All information is required unless otherwise stated on the membership form. This privacy policy governs both members who apply online or otherwise. All credit card payments processed through the membership system are done via PayPal. The BISC is an approved nonprofit client of PayPal, and all required documentation is on file with PayPal. [Review the PayPal privacy policy.](#)

Individuals that are no longer members may request that they be permanently deleted from the BISC database by providing a signed affidavit verifying their identity and requesting that their personal information be permanently deleted from the BISC's membership database and any other online accounts the BISC may use to contact or store specific information about the individual. The request and affidavit verifying identity should be mailed to Bainbridge

Sportsman's Club, PO Box 10421, Bainbridge Island WA, 98110 or emailed to [membership@biscwa.org](mailto:membership@biscwa.org).

## **Event Registration**

In order to register for an event hosted by the BISC through the BISC website, an individual is required to give contact information such as name, address, phone number, and e-mail address, as well as other information about him or her, including, but not limited to age, sex, qualifying mark(s), etc. The BISC uses WildApricot.com for all event registration. You can [review the WildApricot privacy policy here](#).

## **Donations**

The BISC is committed to protecting our donors' privacy. Our donors expect that we will use their support wisely. We value our donors' trust, and we recognize that maintaining that trust requires that we be transparent and accountable to our supporters and the public at all times. The BISC collects, uses, and discloses personal information only for certain purposes that are identified to the donor. We may use information to establish and manage our relationship with a donor. We obtain relevant personal information about donors lawfully and fairly.

The BISC does not sell, trade, or rent the information and contents of active donor files to others. The BISC does not share donor e-mail addresses to third parties. The BISC only uses and discloses personal information with donor permission. Donor permission can be in writing or implied, either verbally and/or electronically. A donor may withdraw permission for the BISC to collect, use, and disclose personal information at any time by giving the BISC reasonable notice, subject to legal or contractual obligations.

The personal information in our possession will be kept accurate and up-to-date. Donors may always correct their personal information if they believe that our records are not correct. If a donor feels that any of our information about them is inaccurate or incomplete, the donor has the right to ask us to change it or delete it. If a donor's personal information is wrong in any way, the BISC will make the required changes.

The BISC maintains donor information from individuals and organizations in its membership database managed by Wild Apricot, Inc. [See Wild Apricot, Inc. privacy policy](#). An individual donor may request to be permanently deleted from the BISC database by providing a signed affidavit verifying their identity and requesting that their personal information be permanently deleted from the BISC's membership database and Wild Apricot account or any other online accounts the BISC may use to contact or store specific information about the individual donor.

The BISC uses PayPal to process all credit card donations including donations received via the online membership system. The BISC is an approved nonprofit client of PayPal with all required documentation on file with their company. [Review the PayPal privacy policy](#).

## **Event Registration**

In order to register for an event hosted by the BISC through the BISC website, an individual is required to give contact information such as name, address, phone number, and e-mail address, as well as other information about him or her, including, but not limited to age, sex, qualifying mark(s), etc. The BISC uses WildApricot.com for all event registration. You can [review the WildApricot privacy policy here](#).

## **Newsletters**

If a user subscribes to our newsletter(s), print or digital, we ask for contact information such as name, address, and e-mail address. This contact information is managed by the BISC according to this privacy policy. The BISC uses Wild Apricot, Inc. to house our email list and for sending emails to our email subscribers, members, and other contacts that we have legally obtained. The BISC does not sell its email list to third parties. All recipients of the emailed newsletter may unsubscribe using the feature offered by our provider.

## **Orders**

The BISC uses Wild Apricot for the purchase of range passes and other club materials through the BISC website, and for fulfilling those orders. A user must provide contact information (such as name and shipping address) and financial information (such as credit card number and expiration date). This information is used to fulfill users' orders and process payment. If we have trouble processing an order, this contact information is used to get in touch with the customer. Customers' names and addresses may be shared with third parties as necessary to process, fulfill, or ship orders. Financial information is never shared inside or outside our organization, except as necessary to process the order. Review [Wild Apricot](#) and [PayPal](#) privacy policies.

## **Security**

No sensitive information (such as credit card number and/or social security number), is collected by the BISC website. As outlined above, the BISC does partner with reputable third-party, internet commerce sites that may collect donations, individual member data, revenue, or sell merchandise or services. These parties are solely responsible for the content and security of their sites. The BISC is not responsible for the security of these sites. Please review the privacy policies of these third-party providers as outlined above. All of our users' information is restricted to duly authorized members who need the information to perform a specific job (for example, our President and Head of Membership are granted access to personally identifiable information).

If you have any questions about the security of your information, you can send an email to the BISC office at [membership@biscwa.org](mailto:membership@biscwa.org).

## **Contests and Surveys**

From time to time, we may request information from users via surveys or contests. Participation in these contests or surveys is completely voluntary, and thus the user has a choice about whether or not to disclose the information requested. Information requested may include contact information (such as name and address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the operations of the BISC. Information from these contests and surveys may be combined with other information we have about you.

## **Log Files**

We use IP addresses to analyze trends, administer the site, and gather broad demographic information for aggregate use (e.g. statistics). IP addresses are not linked to personally identifiable information

## **Cookies**

The BISC website uses cookies solely for navigation control within the site and for error reporting. No identifying data is collected through cookies.

## **Sharing**

We may share aggregated demographic information about our website users with users and partners. This is not linked to any personal information that can identify any individual person.

## **Other Collection Points**

We may also collect information from people through other means such as on the telephone, by e-mail, by fax, on paper, and in person. This privacy policy governs the use and disclosure of that information as well.

## **With Whom The Information May Be Shared And Other Disclosures**

### **Sharing with non-BISC third parties**

BISC does not share information with any third parties other than those described above which support membership management (Wild Apricot, Inc.) and payment processing (PayPal) We use an outside shipping company to ship orders, an outside printing company to print certain publications, and a credit card processing company to bill users for goods and services. These companies are directed not to retain, share, store, or use personally identifiable information for any secondary purpose.

We will also share information to prevent fraud, to respond to a legal process, or as otherwise required by law.

## **Other kinds of disclosures of personal information**

BISC Officers and BISC Board members may have their name, address, fax number, phone number, and e-mail (work and/or home for each) listed both on the website and in print for contact purposes. Any person who accepts an official position with BISC agrees to have his/her contact information made available to BISC's members and the public, unless requested otherwise. The BISC is required to share contact information on all BISC officers and BISC board members with the internal revenue service.

Some individuals may have their biographies posted on the BISC website or otherwise published by the BISC. These people agree to have certain information about them communicated to the public, including, but not limited to, name, home city and state, age, educational background, etc.

## **Children**

Protecting the privacy of the young is especially important. For that reason, we adhere to the 1998 [Children's Online Privacy Protection Act \(COPPA\)](#). The BISC may collect the first names of the children of members who are part of a "family membership" purchase. This information is used for the purpose of providing membership cards to those children. All contact information which may pertain to the child is associated with the child's parent or legal guardian and willingly provided by them. We avoid collecting more information than necessary when offering children's activities.

## **Security Procedures**

BISC complies with all applicable federal and state laws and regulations governing security procedures and breach of security procedures. This website takes every reasonable precaution to protect users' information, including sensitive information.

We make every reasonable effort to protect users' information on-line and off-line. Access to users' information is restricted in our organization. Only those duly authorized by the Board who need the information to perform their job are granted access to personally identifiable information. All of these individuals are kept up-to-date on our security and privacy practices.

## **Choice and opting in/out**

Members will receive communications from the BISC. Members may opt in or out of various communications by emailing [membership@biscwa.org](mailto:membership@biscwa.org) and request non-mailing status.

## **Correction/Updating Personal Information**

If a member's information changes (such as a zip code), or if the member withdraws from the BISC, we will endeavor to provide a way to correct, update or remove that members data provided to us. This can usually be done utilizing the online facilities provided on the BISC website or by emailing the BISC office.

## **Notification of Changes**

If BISC changes its privacy policy, we will post a notice of the change on the homepage of our website for at least seven days so our users are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point BISC decides to use personally identifiable information in a manner different from that stated at the time it was collected, users will have a choice whether to consent to such use. We will use information in accordance with the privacy policy under which the information was collected.

A link to the privacy policy will always be posted on the homepage of the BISC website or a copy can be obtained by emailing [membership@biscwa.org](mailto:membership@biscwa.org) or writing to:

Membership  
P.O. Box 10421  
Bainbridge Island, WA 98110