

NWL PRIVACY POLICY

Revised 6 March 2024

NWL (Northwest Lichenologists, Inc., a 501(c)(3) organization registered in the state of Oregon, U.S.A.) collects the information that you provide at time of membership, membership renewal, and event registrations solely for the purpose of operating NWL and organization and delivery of the activities that you participate in and electronic communications that you receive. To deliver activities and communications that you receive from NWL your communication-related personal information (email address, phone number) may need to be shared with event organizers and volunteers (who all agree to be bound by a code of conduct which includes protection of member information) but only as needed for the delivery of those specific activities or communications. NWL does not sell, distribute, or use your data for any other purpose. NWL does not itself collect or hold payment or credit card or banking information.

Activities means any NWL-organized event including, but not limited to, day trips, general and special socials, training, board meetings, general membership meetings, or any other activity or undertaking which can be reasonably related to a relationship established between or among participants and NWL.

- Contact persons – participants and potential participants can contact the Secretary for questions and support regarding privacy.
- Collection: All the data we collect and hold can be seen in your online profile when you log into the NWL website (this includes your personal information at membership renewal, event registration and invoice history). Note payment information is not collected or managed by NWL but separate PCI (Payment Card Industry) compliant payment provider(s).
- Use: Personal data is used solely for the delivery of NWL activities and communications and to produce summary statistics of membership activity to monitor and adjust the activities that we sponsor. Personal data will only be shared outside of NWL with verified 3rd party vendors where it is specifically required to execute functions directly related to NWL activities and programs; data shared will be limited only to data fields considered essential by both the 3rd party and NWL.
- Disclosure: Information is only disclosed to Directors, Officers, and volunteers of NWL who are subject to our code of conduct. Within your membership profile you may choose which information you wish to include beyond the required items (name, email address, favorite lichen) and in so doing limit the information associated with your profile.

Similarly, at time of activity registration you will be asked for the minimal information needed to deliver the activity (usually name, email address, and phone number). Within your online profile you can also choose to opt out of all electronic communications.

- Retention: NWL retains membership information for a minimum of 7 years in line with our nonprofit status and potential audit requirements.
- Access: All information you provided as a member of NWL is accessible in your profile when you log into the NWL website including all event registration and invoice information.
- Photographs: Photographs and video are taken at NWL activities are sometimes shared on the NWL website for the benefit of the NWL and its nonprofit goals. If any person would like an image of themselves removed they may contact the secretary of the NWL.