

## **The Bay Institute Privacy Statement**

Your privacy is important to The Bay Institute. This privacy statement provides information about the personal information that The Bay Institute collects, and the ways in which we use it.

We are committed to protecting your privacy as you use our web site. Our policy is that no personal information will be collected about you unless you choose to provide it, and that any personal information which you provide us will be safeguarded and not shared with others for any reason.

### **Personal Information**

If during your visit to our site you only browse, read pages or download content, we do not collect any information that will identify you personally, or determine your e-mail address. Our web server automatically recognizes the domain name and Internet Protocol (IP) address of each visitor to our site, but it is not associated with you as an individual.

### **Forms and Links**

The Bay Institute provides forms and links on our site for you to sign-up for enewsletters, contact us with questions and for other purposes. Even if you e-mail us through one of these response forms, we cannot determine your e-mail address unless you include it in your response. Any information that you provide will be stored in our system and not shared with others.

### **Financial Transactions**

If you engage in financial transactions, such as purchasing goods or making donations through The Bay Institute's website, you will be asked to provide personal and financial information so that we may process your transaction. We use cookies (data that enables our server to recognize your computer) to keep track of your shopping cart as you make transactions. We may also use cookies to learn from your visits how you move through the site so that we may continue to improve your web site experience. We safeguard this information and do not share it with others for any reason. We do not use information transferred through cookies for any promotional or marketing purposes, nor is that information shared with any third parties.

### **Securing Your Data**

The Bay Institute takes reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information. We store all the personal information you provide on secure servers. Information relating to electronic transactions on our website are protected by encryption technology.

### **Other Websites**

This website contains links to other websites. The Bay Institute is not responsible for the privacy policies or practices of any third party website that you link to via our website.

### **Contacting Us**

If you have any questions about this privacy policy, please email [bayinfo@bay.org](mailto:bayinfo@bay.org) or send a letter to The Bay Institute, 695 De Long Avenue, Suite 100, Novato, CA 94945. We will use any personal information you send us only to respond to your message.

We offer our visitors the option to have their personal information deleted from our database or to stop receiving communications from us. You may do this by sending us an e-mail at [bayinfo@bay.org](mailto:bayinfo@bay.org). You may also unsubscribe from enewsletters and other electronic communications sent by us, by clicking the "unsubscribe" button at the bottom of the document.