



## WIA's Privacy Policy for our Website

Protecting your privacy is paramount to us. This document outlines **Wellness In Action's Privacy Policy**. It tells you exactly what information we gather, how that information is protected, and how we use that information to provide you with the best possible user experience. By using our website, you agree to the collection of personal data as described in this Privacy Policy

### ***Information We Collect-***

***Cookies.*** When you visit our website we use cookies to improve your experience while browsing our site. By continuing to use our site, you consent to use of our cookies.

***Analytics Information.*** We use analytics software to track how visitors use our website. No personal information other than what you entered for a specific purpose is collected and that information is only used for the intended purpose. We may collect information about your computer system (i.e. your IP address, the size of your monitor, your operating system, or the browser you are using.) We also log the date and time of your visit, how long you stayed on our website, and other such statistical data. This information is important because it tells us where visitors come from and the type of content they are looking to utilize on our website. Analytics data allows us to better understand what you are looking for so we know how to respond to your needs.

***Personal Information.*** When you enter personal information on our website, we collect the following information:

- Full Name
- Shipping Address (only if purchasing products or paying for services through the website)
- Billing Address (only if purchasing products, making a donation or paying for services through the website)
- Telephone Number (Cell, Home or Business)
- Email Address
- Credit Card Information (only if purchasing products, making a donation or paying for services through the website)
- Demographic data

***How We Use Your Personal Information.*** Your personal information is stored so we have a record of your transaction. Your credit card information is only kept long enough to complete your transaction. We do not permanently store your credit card information.

### ***Information Access & Security***

***Company Access to Personal Information.*** Wellness in Action limits access to data to certain personnel that are responsible for delivering the products and services that you purchased or have shown interest in. It is Wellness In Action's company policy that we only access to your personal information to send you content based on your profile choices. If access to your personal information is required (as in retrieving a password or username) we will only access this information after receiving a written request from you to do so. We have this policy in place to protect your privacy.

Even though your data is in our database, we consider it yours. This policy underscores our commitment to your security and to the security of your personal information.

**Agents.** We may use outside agents to fulfill requests. These companies do not retain share, store or use personally identifiable information for any other purposes.

**Data Security.** We will only share your personal contact information with a third party if required to do so by law, as in the case of a court subpoena. Your personal contact information is not shared with any other entity except for this circumstance. No sensitive data, such as a social security number, is requested or needed for using our site. Please alert Wellness In Action and the authorities immediately if a person, posing as a Wellness In Action representative, contacts you requesting sensitive information like your social security number, bank account number, credit card number or any other material you believe would put your identity at risk.

### **Contacting Us-**

**How to Contact Us.** If you have any questions regarding any part of this privacy policy, there are a number of ways you can contact Wellness In Action. First, use the Contact Form on our website's homepage. You can also contact us at [info@wiabigsky.org](mailto:info@wiabigsky.org) or 406-589-6522.

**Opting out of messaging.** You can opt out of receiving messages from us at any time.

**Requesting to remove your data.** When we receive a request to remove your data, you will receive a written communication confirming your request. We may request additional information from you, to verify your identity and the nature of your request. Due to the nature of some systems and maintaining data integrity within those systems, the outright removal of data may not be possible. In these cases, every attempt will be made to anonymize or pseudonymize the data so that it cannot be identified as yours. The process to remove your personal data may take up to 30 days, and this time is necessary to ensure your request is processed appropriately. You may still receive communication from us during this 30-day period.

### **Changes to This Policy**

**Changes to this Policy.** Wellness In Action reserves the right to make adjustments to this Privacy Policy as part of its commitment to meeting our client's needs and ensuring their online safety when utilizing our website. Any changes to the policy will take effect 14 days after we post the policy change on our website and notify our users by email as to the upcoming change. This gives you, the user, time to review the change. We need to be able to change our policy, as United States federal laws, Montana State laws, Gallatin County regulations and specific town codes and laws change and as Internet use requires. It may be that certain elements of our policy become illegal or unenforceable in the future, therefore, we reserve the rights to be able to change, updates, alter or amend our policies to comply with applicable law. All copyrights and intellectual property rights on and relating to this website are the property of Wellness In Action and its various providers and any use of these materials, platforms, devices, software, or tools is strictly prohibited.