

Thank you for your interest in the Central Indiana Bicycling Association (CIBA) We wrote this policy to help you understand what information we collect, how we use it, and what choices you have regarding your information. This document was last updated on August 25 2013.

### **What information do we collect?**

We collect information in two ways:

#### **1. When you give it to us or give us permission to obtain it.**

When you join CIBA from the CIBA website or via a paper application, or donate to the CIBA Foundation, you voluntarily give us certain information. This can include your name, address, phone number, profile photo, volunteer interests, email address you used to sign up, and any other information you provide us. If you're browsing to our web site from your mobile device, you can also choose to provide us with location data.

You also may give us permission to access your information in other services. For example, you may link your Facebook or Twitter account to the CIBA website, which allows us to obtain information from those accounts (e.g., your friends or contacts). The information we obtain from those services often depends on your settings or their privacy policies, so be sure to check what those are.

#### **2. We get technical information when you connect to our website.**

These days, whenever you use a website, mobile application, or other Internet service, there's certain information that almost always gets created and recorded in an automated way. The same is true when you use our website, and here are some of the types of information we collect in this way.

**Log Data.** When you use the CIBA website, our servers automatically record information about your interactions with the website ("log data"), including information that your browser sends whenever you visit a website or your mobile app sends when you use it to access the CIBA website This log data may include your Internet Protocol address, the address of the web page you were visiting before you came to the CIBA website, browser type and settings, the date and time of your request, and how you used the CIBA website.

Depending on how you're accessing our website, we may use "cookies" (a small text file sent by your computer each time you visit our website, unique to your profile or your browser), or similar technologies to record log data. When we use cookies, we may use "session" cookies (that last until you close your browser) or "persistent" cookies (that last until you or your browser delete them). For example, we may use cookies to store your settings so you don't have to set them up every time you visit the CIBA website.

**Device Information.** In addition to log data, we may also collect information about the device you're using to connect to our website, including what type of device it is, what

operating system you're using, device settings, unique device identifiers, and crash data. Whether we collect some or all of this information often depends on what type of device you're using and its settings. For example, different types of information are available depending on whether you're using a Mac or a PC, or an iPhone or an Android phone. To learn more about what information your device makes available to us, please also check the policies of your device manufacturer or software provider.

### **How do we use the information we collect?**

We use the information we collect to help you stay informed about bicycling in central Indiana and beyond, and to learn about our members' cycling interests and exploits.

We also use the information we collect to:

- send you updates (such as renewal reminders), newsletters, and other information that may be of interest to you. You can decide to stop getting these updates by updating your account settings (or through other settings we may provide).
- Respond to your questions or comments.

The information we collect may be "personally identifiable" (meaning it can be used to specifically identify you as a unique person) or "non-personally identifiable" (meaning it can't be used to specifically identify you). We use both types of information, and combinations of both types, as described above.

### **How do we handle financial transactions, and are they secure and private?**

We use Authorize.net Payment Gateway, a software product from CyberSource, a fully owned subsidiary of Visa (the credit card company), to process your application fees and donations to the CIBA Foundation. Authorize.net Payment Gateway is compliant with the Payment Card Industry Data Security Standard ("PCI DSS") as a Level 1 service provider. PCI DSS is the bankcard industry's most stringent security standard. Examples of Authorize.net's security measures include: physical, electronic, and procedural safeguards; sophisticated security monitoring tools; documented security policies; use of strong encryption for transmissions of Order Information to and from Authorize.net customers; restricting access to personally identifiable information; and, periodic security audits by third party security experts.

### **What choices do you have about your information?**

Our goal is to give you simple and meaningful choices over your information. If you are a CIBA member many of the choices you have are built directly in to your profile settings. For example, you can:

- Access and change information in your CIBA membership profile at any time, and choose whether your profile is available in the members directory;
- Link or unlink your CIBA membership profile from an account on another service (e.g., Facebook or Twitter). For some services (like Facebook), you can also choose whether or not to publish your activity on the CIBA website to that service.

- Cancel your CIBA membership at any time. When you cancel your membership, we'll deactivate it. We may retain archived copies of your information as required by law or for legitimate business purposes (including to help address fraud and spam).

You may have choices available to you through the device or software you use to access the CIBA website. For example:

- The browser you use may provide you with the ability to control cookies or other types of local data storage;
- Your mobile device may provide you with choices around how and whether location or other data is shared with us.

To learn more about these choices, please see the information provided by the device or software provider.

### **How do we share the information we collect?**

Your profile page information can be viewed by any other member of CIBA unless you opt out of the member directory. Administrators of the CIBA website can view all of your profile information, as well as any other information you have provided that is not in your profile. The other limited instances where we may share your personal information include:

- When we have your consent. This includes sharing information with other services (like Facebook or Twitter) when you've chosen to link to your CIBA profile to those services or publish your activity on the CIBA website to them.
- We may employ third party companies or individuals to process personal information on our behalf based on our instructions and in compliance with this Privacy Policy. For example, we may share data with a security consultant to help us get better at identifying spam or with our accountants to make sure we're keeping the books right. In addition, some of the information we request may be collected by third party providers on our behalf
- If we believe that disclosure is reasonably necessary to comply with a law, regulation or legal request; to protect the safety, rights, or property of the public, any person, or CIBA; or to detect, prevent, or otherwise address fraud, security or technical issues.
- We may engage in a merger, acquisition, bankruptcy, dissolution, reorganization, or similar transaction or proceeding that involves the transfer of the information described in this Policy.

We may also share aggregated or non-personally identifiable information with our partners or others. For example, we may count the number of page hits on the CIBA website.

### **Our Policy on Children's Information**

If you learn that your minor child has provided us with personal information without your consent, please contact us.

### **How do we make changes to this policy?**

We may change this policy from time to time, and if we do we'll post any changes on this page. If you continue to use the CIBA website after those changes are in effect, you

agree to the revised policy. If the changes are significant, we may provide more prominent notice or obtain your consent as required by law.