

CALIFORNIA RURAL LEGAL ASSISTANCE FOUNDATION

PRIVACY POLICY

Updated May 25, 2018

California Rural Legal Assistance Foundation (CRLAF) is a not-for-profit organization whose mission is to achieve social justice and equity in partnership with farm workers and all low-wage workers and their families in rural communities through community, legislative and legal advocacy. Our vision is for all farm workers and their families to be treated with dignity and respect.

This privacy policy covers websites maintained by CRLAF (including crlaf.org, sacfuelnetwork.org) and discloses CRLAF's practices regarding information collected from users of its websites.

Information Collection

CRLAF is the sole owner of information collected on www.crlaf.org and all other CRLAF websites. CRLAF collects information from our users at several different points on our websites.

Newsletter Signup Page

We request information from the user on our newsletter signup page. A user may provide name, email, and/or mailing address to receive news and other information via email and/or postal mail. If a user wishes to subscribe to any of our electronic newsletters, we require only an email address.

Donation Page

We request information from the user on our donation form. A user must provide contact information (such as name, email, and shipping address) and financial information (such as credit card number and expiration date). This information is used to process donations initiated by the user. If we have trouble processing a donation, the information is used to contact the user.

Information Use

Log Files

Like most standard website servers, we use log files. This includes internet protocol (IP) addresses, browser type, internet service provider (ISP),

referring/exit pages, platform type, date/time stamp, and the number of clicks. We use this information to analyze trends, administer the site, and gather broad demographic information for aggregate use. IP addresses, etc. are not linked to personally identifiable information.

Communications from CRLAF

Newsletter

A user can subscribe to any of our newsletters; we require only an email address. Out of respect for our users' privacy, we provide a way to opt out of these communications. Please see the "Opt Out" section below.

Information Sharing

These are the instances in which we will share users' personal information:

Legal Disclaimer

Although we make every effort to preserve user privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order, or legal process served on our website.

Third-Party Intermediaries

We use an outside internet service provider to host and maintain our web servers and bulk email service, a mailing house to send mail, and a credit-card processing company to bill users for donations. These companies do not retain, share, store, or use personally identifiable information for any secondary purposes.

Opt Out

All users are given the opportunity to opt out of having their information used for purposes not directly related to our site at the point where we ask for information.

Users who no longer wish to receive our newsletters and/or promotional communications may opt out of receiving these communications via CRLAF's unsubscribe page. Alternatively, users may send an email to CRLAF's database manager, identifying which communication(s) the user is subscribed to, and

indicating the email address(es) to be removed from the email list(s). We also offer opt-out mechanisms at the bottom of every such message.

Security

CRLAF takes every precaution to protect our users' information. When users submit sensitive information via the website, their information is protected both online and offline.

All sensitive information (such as credit card numbers) is encrypted and protected with the best encryption software in the industry: SSL. While we use SSL encryption to protect sensitive information online, we also do everything in our power to protect user information offline. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job (for example, our financial manager) are granted access to personally identifiable information. All employees are kept up-to-date on our security and privacy practices.

Correcting, Updating, Deleting, or Deactivating Personal Information

All users have the opportunity to request changes to personally identifiable information (such as email address). If a user no longer desires our communications, we provide a way to correct, update, or delete/deactivate users' personally identifiable information. This can be done by emailing us at info@crlaf.org.