

## **C.M. Russell Museum Privacy Policy**

### **Our Privacy Promise to you**

Since our inception in 1953 our stakeholders have trusted the museum with their personal information. Whether you are a donor, a volunteer, an organization, or a community partner, our commitment to conduct business honestly and protect your privacy is at the heart of our Privacy Policy.

### **We respect your confidentiality**

The museum requires that your personal information be held in strict confidence. We use your information only for its intended business purpose. We do not sell or trade your information to other organizations or individuals.

### **We protect your information**

The museum takes every possible measure to insure that your information is not compromised in any way. If you are a participant in one of our programs, and with your permission, we provide a list of participants to those attending the class. This list includes your name, title, agency, and email address. Other than as indicated, no one other than museum staff has access to your information. We allow access to your information to specific funding sources only as mandated by contractual requirements.

If you choose to send us email, we may retain the contents of your email message, our reply and your email address as part of our ongoing customer service efforts. We reserve the right to contact you after you have contacted us and may send future email and/or surveys to you. You may notify us via email if you wish to discontinue electronic communication.

### **We keep accurate records**

We keep your personal information as accurate, complete, and up to date as is required to fulfill the purpose(s) for which you provided us with your personal information. Upon request in writing we will remove your personal information from our databases, except where legislation or regulation requires our retention of it (for example, charitable giving history tied to income tax receipts.)

If you have any questions about our website or our Privacy Policy, please contact Jackie Slovak, Senior Director of External Relations at (404) 727-8787, or email at [jslovak@cmrussell.org](mailto:jslovak@cmrussell.org).