



**FOREVER**  
MARYLAND

*Enhancing and Advancing Land Conservation*

## **Privacy policy**

This website is owned and operated by Forever Maryland. Our intention is to provide information and products in support of private land conservation. We recognize that visitors to our site may be concerned about the information they provide to us and how we treat that information. Forever Maryland is committed to honoring our constituents' privacy preferences.

We encourage you to take the time to read this privacy policy and those of any website you visit.

## **Information collected**

### **Registration**

To register for events on any of Forever Maryland, you must create an account and provide at minimum your name, address, phone number and email address. For information about the handling of your credit card information, please see the section below titled "security of your information."

### **Donations**

You do not need to create an account in order to make a donation, however, when making an online or credit card donation, our online giving platform requests your name, address, phone number and email address.

### **Subscribing to alerts and e-newsletters**

To sign up for alerts and e-newsletters you are in most cases required to provide us with your full name, and email address. Forever Maryland will not sell or share your email address for commercial purposes.

### **Other information**

There are occasions when we will ask for additional information, such as professional specialties, title or your organizational affiliation. We do this to better understand and respond to your needs and provide you with services and benefits that may be valuable to you. Forever Maryland will not sell or share your email address for commercial purposes.

## **Mail sent to us containing personal information**

You may decide to send Forever Maryland personally identifying information, for example, in an email message requesting details about your donation or membership. We will use this information to determine how to respond to you and we may add your information to our database. If you wish to view, modify or remove your personal information from our records, please see the section: "How to access, modify and remove personal information." It is important to note that we legally cannot remove a record from our database if that record contains information containing donations. At your request, the record may be marked to receive no other mailings.

## **Use of information**

Your information will be used to issue invoices, administer accounts, collect and process payments and to send information to you about the Forever Maryland and our programs. You may opt-out of mailings (both postal and email) at any time if you do not wish to receive non-business-critical information from us. Forever Maryland will not sell or share your email address for commercial purposes.

## **How to opt out**

### **E-newsletters**

If at any time you wish to stop receiving an electronic newsletter, please notify Forever Maryland at [info@forevermaryland.org](mailto:info@forevermaryland.org) or by calling 443-640-1034. Please provide enough information for us to be able to identify you and the specific e-newsletter you wish to unsubscribe from so that we may comply with your request.

### **Postal mail**

You may choose to opt-out of any or all non-essential business postal mail. To do so, please send an email to [info@forevermaryland.org](mailto:info@forevermaryland.org) or by calling 443-640-1034. Please help us serve you better by including a brief explanation of why you are making this request.

## **How to access, modify or delete your personal information**

As Forever Maryland member or donor, you have the right to review your personal information and make updates. *See the instructions for opting out for more information on selectively removing yourself from email and postal mail lists.*

You may also contact us at [info@forevermaryland.org](mailto:info@forevermaryland.org) or by calling 443-640-1034 and request changes to your personal information. Please provide us enough information to process your request.

Written requests may be sent to:

Forever Maryland  
2331 Rock Spring Road  
Forest Hill, MD 21050

To receive a print copy of your personal information or to request the removal of your personal information from our records, please send a letter to the address above.

If your record contains information concerning donations, we legally cannot remove it from our database. If you have not made a donation and request that we remove all of the personal information stored in your profile, we will promptly do so.