

Gateway Greening Privacy Policy

Our Commitment To Privacy: Gateway Greening, Inc. (GGI), operators of www.gatewaygreening.org, recognizes the importance of protecting the privacy of the users of this Web site. To better protect your privacy we provide this notice explaining our online information practices. To make this notice easy to find, it is available on our homepage and at every point where personally identifiable information may be requested.

The Information We Collect: This notice applies to all information collected or submitted on the GGI website. Except when specifically and knowingly provided by you, the Web site user, GGI collects no personally identifying information about individuals. On some pages, you can register for events, request application materials, sign up for our mailing list and provide volunteer interests and availability. The types of personal information collected at these pages are:

- Name
- Address
- Phone number
- Occupation
- Email address
- General Volunteer Availability

Online Giving: Donations made online to GGI are transmitted through [Guidestar](#) which is administered by Network for Good. Network for Good's web site uses industry standard security measures to protect against the loss, misuse and alteration of the information under our control. All information is stored in a secure database. Gateway Greening does not have access to personal financial data as a result of these transactions.

To read Network for Good's privacy policy, click [here](#).

How We Use Information: Names, addresses and phone numbers are added to the mailing list upon request by you, the sender or upon receipt of a donation. We only add the information you provide. Email addresses are used to respond to the inquiry received.

GGI may also use your email address to send other information, included but not limited to special event invitations, donor appeals and e-newsletters. Gateway Greening reserves the right to add your email address to their database for purposes of administration, communication and fundraising.

Non-Profit List Sharing: GGI does not sell, trade or rent your personal information to for-profit companies or individuals. Gateway Greening may, on occasion, share the name and the

address of members and supporters with other like-minded organizations in its efforts to promote the organization. GGI does not utilize telemarketing of any kind. Exchanging our list with other reputable charitable organizations is the most cost effective way to find new supporters. As part of Gateway Greening's exchange policy, other organizations will have access to a shared list for a limited time and will not have continued access to Gateway Greening's list unless an individual voluntarily chooses to respond to their initial mailing. If you prefer not to have your name and address shared in this way, you may check the opt-out box on contribution envelopes returned to Gateway Greening or by sending an email to info@gatewaygreening.org with the subject "Opt-out".

Record Retention: GGI reserves the right to keep your information indefinitely. If you need to update your personal information, would like to be removed from our mailing list, or opt-out of sharing personal information with like-minded non-profits, call us at (314) 588-9600 or send us an email at info@gatewaygreening.org. Requests can be sent by mail to 2211 Washington Ave., St. Louis, MO 63103.

Our Commitment To Data Security: GGI only collects any type of personally identifying information to the extent that it serves our legitimate organizational needs, and GGI will maintain appropriate safeguards to ensure the security, integrity and privacy of the information.

How To Contact Us: Should you have other questions or concerns about these privacy policies, please call us at (314) 588-9600 or send us an email at info@gatewaygreening.org. Mail can be sent to 2211 Washington Ave., St. Louis, MO 63103.

Effective **3/01/2010**