



## INFORMATION PRIVACY POLICY

The Island County Master Gardener Foundation (ICMGF) is committed to safe and appropriate use of personally identifiable information of our Foundation members and members of the public who interact with us. This policy communicates our principles and practices for ensuring that commitment.

### Underlying Principles

1. Respect personal information of Foundation members and members of the public who interact with us, including name, email address, and other contact information.
2. Use this information only for the intended purpose in the context of Foundation activity.
3. Handle this information with professional standards of care to avoid security breaches.

### What information does the Foundation collect and store?

If you join the Foundation, we store your name, email, address, and phone number in the Foundation roster which is used for Foundation activity only. We coordinate with the WSU Extension Office for the Island County Master Gardener Program to keep this information up to date so that you do not have to provide it twice. If you wish to opt out of being listed on the Foundation roster, please contact [icmgf.secretary@gmail.com](mailto:icmgf.secretary@gmail.com).

If you register for the Whidbey Gardening Workshop, we retain your name, email address, zip code, and the year. An unsubscribe option is provided to opt out of getting announcements about the coming event, or you can contact [icmgf.wgw@gmail.com](mailto:icmgf.wgw@gmail.com) to stop announcements immediately.

If you participate in the Whidbey Gardening Workshop as an instructor, vendor, or sponsor, we store contact information as needed for your role. All information is kept strictly confidential and restricted to the individuals working with you on the Workshop.

If you contact us on our Foundation website, <https://www.icmgf.org/>, we do not retain any information at all. We only reply to your message via the email address that you used.

### Third-party disclosure

Your personal information will not be sold, shared, or used for any purpose other than that of official Foundation activity.

**For questions about this policy or your information, please contact** [icmgf.president@gmail.com](mailto:icmgf.president@gmail.com)