

# Riley County Democratic Party Privacy Policy

*Last Revised February 17, 2025*

This Privacy Policy explains how the Riley County Democratic Party (the “Riley County Democrats”, “we” or “us”) collects, keeps, uses, and discloses information about you when you access or use our website and other online services that link to this Privacy Policy (collectively, “Services”), or when you interact with us in other ways (in person, by mail, email, or by phone). If we make changes to this Privacy Policy, we will notify you by revising the “Last Revised” date at the top of our Privacy Policy. In some cases, we may provide you with additional notice by adding a statement to our website homepage or by sending you a notification if you are subscribed to our email list.

## **What information do we collect?**

**We collect information about you that you provide directly to us.**

For example, when

- you participate in any interactive areas or features of our website;
- you fill out a form in person;
- you submit a form to us via our website;
- you opt-in to receive text messages from us;
- you subscribe to our newsletter or sign up to receive email updates or other notifications (such as text message alerts);
- you contact us by email using the form on our website;
- you email directly to us at any of the following addresses:
  - [chair@rileycountymocrats.org](mailto:chair@rileycountymocrats.org)
  - [Info@RileyCountyDemocrats.org](mailto:Info@RileyCountyDemocrats.org)
  - [secretary@rileycountymocrats.org](mailto:secretary@rileycountymocrats.org)
  - [vice\\_chair@rileycountymocrats.org](mailto:vice_chair@rileycountymocrats.org)
- you write to our postal address
  - Riley Co. Democrats, 1310A Westloop, Manhattan, KS 66502
- you communicate with us via third-party social media sites;
- you communicate with us by text messages or telephone calls;
- you otherwise communicate with us.

The types of information we may collect include your name, email address, postal address, and phone number, and any other information you choose to provide. We do not sell your information.

In addition, note that the United States Federal Election Commission, United States Internal Revenue Service, and certain state agencies may require us to collect and publicly report certain information from donors. For example, the Federal Elections Commission requires us to collect (and disclose) the name, mailing address, occupation, and employer of all individuals whose donations exceed \$200 per calendar year.

### **Other information we collect when you use our services.**

When you access or use our website, we automatically collect certain information about you, including:

- **Log Information:** Through our service providers (website platform Wix and Google Analytics) we collect information related to your access to and use of the Services, such as your Internet Protocol (“IP”) address, your operating system, the type of browser you use, your activity on the Services (such as access times, pages viewed, and links clicked), and the webpage that you visited before navigating to the Services.
- **Device Information:** We collect information about the computer or mobile device you use to access the Services, such as the hardware model, operating system and version, unique device identifiers, and mobile network information.
- **Location Information:** We may derive the approximate location of your device from your IP address.
- **Information Collected by Cookies and Similar Tracking Technologies:** We (and our service providers) use various technologies to collect information, including cookies and web beacons.
  - Cookies are small data files stored on your hard drive or in device memory that, among other things, help us to improve the Services and your experience. You can control privacy settings on your browser (Chrome, Firefox, Safari etc...) to clear, allow, and manage cookies.
  - Web beacons are small electronic images that may be used on the Services or in emails and that help to deliver cookies, count visits to the Services, monitor user activity on the Services, and understand usage and campaign effectiveness.

### **Information we collect from other sources**

We may obtain information from other sources and combine it with information we collect through the Services. For example, if you make a donation to a third-party website, such as Act Blue, for our benefit, or if you sign up to host or volunteer for an event associated with us via a third-party website, such as MobilizeAmerica, we will obtain certain information about you from the third party that operates that website.

Another example of a third party provider we use is [NGP VAN](#); we rely on data accessible to us through VoteBuilder to organize our campaigns and send postcards and text messages to registered voters in Riley County.

Riley County Democrats's Privacy Policy does not apply to other third party providers we use or websites we direct you to. Thus, we advise you to consult the respective Privacy Policies of these third-party providers for more detailed information. It may include their practices and instructions about how to opt-out of certain options.

## **How do we use the information we collect?**

We use information we collect:

- to provide, maintain, and improve the Services;
- to provide you with services, products, or information you request, and to send you related information, such as notifications and confirmations;
- to send you updates, and support and administrative messages;
- to respond to your emails, submissions, comments, questions, and requests;
- to request feedback, and to otherwise contact you about your use of the Services;
- to send you newsletters, and to otherwise provide you with news and information that we think will be of interest to you, such as sending you information to keep you informed about various campaigns, candidates, issues, events, resources;
- to help connect you with other supporters, and to solicit volunteers, donations, and support for the Riley County Dems and for candidates, issues, events, and organizations that we support;
- to remind you to send in your voter registration form and to vote, and to assist you in finding your voter registration information and polling location;
- to contact you if additional information is necessary under federal election laws or other applicable laws;
- to monitor and analyze trends, usage, and activities in connection with the Services;
- to carry out any other purpose for which the information was collected,
- with your consent, or as otherwise disclosed at the time information is collected.

## **Your choices**

You can unsubscribe from our newsletter, and opt-out from receiving other types of communication such as mail, postcards, phone calls, and text messages from Riley County Democrats at any time.

- To unsubscribe from our newsletter and other email updates, you can either
  - Unsubscribe using the link at the bottom of any of our emails sent to you using the third party application MailChimp.
  - Send an email to [chair@rileycountymocrats.org](mailto:chair@rileycountymocrats.org) asking us to remove you from our mailing list using the subject line “Unsubscribe from email communications.” To ensure your opt-out request is properly processed, be sure to send your message using the same email account to which we sent our correspondence.
- In order to stop receiving mail or postcards you can either
  - Send an email to our chair [chair@rileycountymocrats.org](mailto:chair@rileycountymocrats.org).
  - Send a letter or note to Riley County Democrats, 1310A Westloop, Manhattan, KS 66502.

Be sure to indicate in your email or letter the mailing address to which we sent our correspondence. Let us know when you move so we can update the mailing address we have for you.

- When you provide your phone number on any of the forms available on our website, you have the choice to opt in to receive text messages from the Riley County Democratic Party. When signing in at in-person events, you have the option to provide your phone number and sign up to receive text messages from us.
  - **SMS Terms and Conditions**  
 By opting in to receive text messages from the Riley County Democratic Party (Riley County Democrats), you agree to receive volunteer and donations asks; invitations and reminders to attend events and meetings; information such as voter registration deadlines, candidate application deadlines, election dates reminders and GOTV related messages; and informational messages about the activities of the Riley County Democratic Party.  
 Message and data rates may apply. Message frequency varies.  
 To unsubscribe, reply STOP at any time.  
 Reply HELP for help or email us at [info@rileycountymocrats.org](mailto:info@rileycountymocrats.org).
- You may at times receive text messages from our third party providers. In order to opt out of text messages you are receiving from third party providers, you should follow the directions provided at the end of the received text communication (usually responding STOP or UNSUBSCRIBE is what you need to do).

### **What information do we share?**

We may share information about you as follows or as otherwise described in this Privacy Policy:

- to report required information to the United States Federal Elections Commission, United States Internal Revenue Service, and certain state agencies;
- when we believe in good faith that we are lawfully authorized or required to do so or that doing so is reasonably necessary or appropriate to comply with applicable laws or legal processes or to respond to lawful requests, claims, or legal authorities, including responding to lawful subpoenas, warrants, or court orders;
- when we believe in good faith that doing so is reasonably necessary or appropriate to respond to claims or to protect the rights, property, or safety of the Riley County Democratic Party, our users, our volunteers, copyright owners, third parties or the public, including to protect such parties from fraudulent, abusive, inappropriate, or unlawful activity or use of the Services.
- when vendors, consultants, and other service providers or volunteers who are engaged by or working with us need access to information to carry out work or to perform services on our behalf and will not use your information for their own purposes;
  - **the above excludes text messaging originator opt-in data and consent, which information will not be shared with any third parties, provided that the foregoing does not apply to sharing (1) with vendors, consultants and other service providers who need access to such information to carry out work on our behalf (and who will not use such information for their own**

**purposes); (2) if we believe disclosure is required by any applicable law, rule, or regulation or to comply with law enforcement or legal process.**

We may also share aggregated or de-identified information with third parties that cannot reasonably be used by such third parties to identify you.

### **How is your information protected?**

The information you provide to us is stored in electronic files on our service provider's systems (primarily MailChimp, Wix, Google, Act Blue). We rely on our providers to keep their systems and your stored information secure.

The officers of the Riley County Democrats Executive Committee are the only persons to have authorized access to accounts we have with these providers.

Officers are the only persons who can add, consult, and modify/delete information you provide to us on our mailing list on Mailchimp.

### **Changes to Our Privacy Notice**

If our information practices change, we will post an updated version of this privacy notice on our website. We encourage you to visit our website periodically to learn of any updates.

### **Contact**

If you have questions, comments, or concerns about this privacy notice, please contact us at: [info@rileycountymocrats.org](mailto:info@rileycountymocrats.org)

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*Acknowledgment: This Privacy Policy was modeled after the DNC's Privacy Policy.*