

Privacy Policy

Welcome to ncma.bigelow.org, the website and online service center of the Provasoli-Guillard National Center for Marine Algae and Microbiota (the NCMA). The NCMA knows that you care how information about you is used and shared. This Privacy Policy explains what information of yours will be collected by the NCMA when you use our online services, how the information will be used and how you can control the collection, correction and/or deletion of information. We will not use or share your information with anyone except as described in this Privacy Policy. This Privacy Policy does not apply to information we collect by other means (including offline) or from other sources.

Information We Collect

User-Provided Information: You provide us information about yourself, such as your name and email address, if you register for an ncma.bigelow.org account. If you correspond with us by email, then we may retain the content of your email messages, your email address and our responses. We may also retain any messages you send through ncma.bigelow.org. You may provide us information in user content you post to ncma.bigelow.org.

Third Party Services

The NCMA uses the Blackbaud.com platform to organize our community of users and prospects. You can read more about that company and its features and policies at Blackbaud.com. When you visit ncma.bigelow.org, Blackbaud.com may send one or more cookies (a small text file containing a string of alphanumeric characters) to your computer that uniquely identifies your browser and lets Blackbaud.com help you log in faster and enhance your navigation through ncma.bigelow.org. A cookie does not collect personal information about you. A persistent cookie remains on your hard drive after you close your browser. Your browser may use persistent cookies on subsequent visits to the site. Persistent cookies can be removed by following your web browser's directions. A session cookie is temporary and disappears after you close your browser. You can reset your web browser to refuse all cookies or to indicate when a cookie is being sent. However, some features of ncma.bigelow.org may not function properly if the ability to accept cookies is disabled. You can read more about how the Blackbaud.com service interacts with and protects your information at Blackbaud.com/privacy and Blackbaud.com/confidentiality.

The NCMA uses Google Analytics to help understand use of ncma.bigelow.org. If Applicable, this service collects the information sent by your browser as part of a web page request, including cookies and your IP address, and their Privacy Policy governs their use to collect the information.

How We Use Your Information

We use the personal information you submit to operate, maintain and to provide you with the features and functionality of ncma.bigelow.org. By providing ncma.bigelow.org/the NCMA your email address (including by "following," "liking," linking your account to ncma.bigelow.org, etc., on a third party website or network), you consent to our using the email address to send you ncma.bigelow.org-related notices, including any notices required by law, in lieu of communication by postal mail. You also agree that we may send you notifications of activity on ncma.bigelow.org to the e-mail address you provided, in accordance with any applicable privacy settings. We may use your email address to send you other messages, such as newsletters, changes to features of ncma.bigelow.org or other information. If you do not want to receive such e-mail messages, then you may opt out at the NCMA's UNSUBSCRIBE PAGE.

The NCMA may retain your profile information and user content for a reasonable time for archival purposes after you unsubscribe, deactivate or terminate your account. Furthermore, the NCMA may indefinitely retain and continue to use all information (including user content) contained in your communications to other users

or posted to public or semi-public areas of ncma.bigelow.org after termination or deactivation of your account.

The NCMA reserves the right, but has no obligation, to monitor the user content you post on ncma.bigelow.org. We reserve the right to remove any information or material for any reason or no reason, including without limitation, if in our sole opinion the information or material violates, or may violate, any applicable law or to protect or defend our rights or property or those of any third party. The NCMA also reserves the right to remove information upon the request of any third party.

How We Share Your Information

Personally identifiable information: The NCMA will not rent or sell your personally identifiable information to others. The NCMA may share your personally identifiable information with third parties for the purpose of providing ncma.bigelow.org services to you. If we do this, then this Privacy Policy will bind such third parties' use of your information. We may store personal information in locations outside the direct control of the NCMA (for instance, on servers or databases co-located with hosting providers).

Any personal information or content that you voluntarily disclose for posting to ncma.bigelow.org, such as user content, becomes available to the public, as controlled by any applicable privacy or website customization settings. If you remove information that you posted to ncma.bigelow.org, then copies may remain viewable in cached and archived pages or if other users have copied or saved that information. Except as otherwise described in this Privacy Policy, the NCMA will not disclose personal information to any third party unless required to do so by law or subpoena or if we believe that such action is necessary to (a) conform to the law, comply with legal process served on us or our affiliates, or investigate, prevent, or take action regarding suspected or actual illegal activities; (b) to enforce this policy, take precautions against liability, to investigate and defend ourselves against any third-party claims or allegations, to assist government enforcement agencies, or to protect the security or integrity of our site; and (c) to exercise or protect the rights, property, or personal safety of ncma.bigelow.org, our users or others.

How We Protect Your Information

The NCMA cares about the integrity and security of your personal information. We cannot, however, ensure or warrant the security of any information you transmit to the NCMA or guarantee that your information on the service may not be accessed, disclosed, altered or destroyed by breach of any of our physical, technical or managerial safeguards. Your privacy settings may also be affected by changes to the functionality of third-party providers, such as social networks. The NCMA is not responsible for the functionality or security measures of any third party.

To protect your privacy and security, we take reasonable steps (such as requesting a unique password) to verify your identity before granting you access to your account. You are responsible at all times for maintaining the secrecy of your unique password and account information and for controlling access to your email communications from the NCMA.

Compromise of Personal Information

In the event that your personal information is compromised as a result of a breach of security, the NCMA will promptly notify those persons whose personal information has been compromised, in accordance with the notification procedures set forth in this Privacy Policy, or as otherwise required by applicable law.

Your Choices About Your Information

You may decline to submit personally identifiable information through ncma.bigelow.org. However, the NCMA may not be able to provide certain services to you. You can review and correct the information about you that the NCMA keeps on file by contacting us directly at ncma@bigelow.org.

Children's Privacy

Protecting the privacy of young children is especially important. For that reason, the NCMA does not knowingly collect or solicit personal information from anyone who is 13 years old or younger or knowingly allow such persons to register for ncma.bigelow.org accounts. If you are 13 years old or younger, you are not allowed to provide any personal information (name, address, telephone number, email address, etc.) to the NCMA or ncma.bigelow.org. In the event that we learn that we have collected personal information from a child who is 13 years old or younger without verification of parental consent, we will delete the information immediately. If you believe that we may have any information from or about a child who is 13 years old or younger, then please contact us at ncma@bigelow.org.

Links to Other Web Sites

We are not responsible for the practices employed by websites linked to or from ncma.bigelow.org, nor the information or content contained therein. Please remember that when you use a link to go from ncma.bigelow.org to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including those that have a link on our website, is subject to that website's own rules and policies. Please read over those rules and policies before proceeding.

Notification Procedures

It is our policy to provide notifications for marketing or other business related purposes or as required by law. These notifications but not limited to will be done via hard copy (sent through postal service or other courier methods), soft copy (email, social media, etc.) or through conspicuous posting on ncma.bigelow.org. The NCMA reserves the right to determine the form and means of providing notifications to you, provided that you may opt out of certain means of notification as described in this Privacy Policy.

Changes to Our Privacy Policy

If we change our privacy policies and procedures, we will post those changes on ncma.bigelow.org to keep you aware of what information we collect, how we use it and under what circumstances we may disclose it. Changes to this Privacy Policy are effective when they are posted on this page.

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this website, please contact us at ncma@bigelow.org.