



**Sunrise Birding LLC**

[www.sunrisebirding.com](http://www.sunrisebirding.com)

PO Box 274, Cos Cob, Connecticut 06807 USA

[gina@sunrisebirding.com](mailto:gina@sunrisebirding.com)

## **PRIVACY POLICY**

Sunrise Birding LLC has been conducting small group, birding and wildlife tours since 2005. Protecting the privacy of our customers is very important to us. This Policy describes how Sunrise Birding LLC collects, communicates and discloses and makes use of personal information provided to us by our customers.

### **OVERVIEW**

Sunrise Birding, LLC protects the personal information of our clients and does not share, distribute or sell your email address, telephone number, physical address or other information collected by us. We use this information for the purposes of planning tours and to keep you informed of activities and offerings related to birding and wildlife tours.

Personal information held by Sunrise Birding is provided by our customers and only used for the purposes of making arrangements for tours and advising our ground agents of client preferences.

Sunrise Birding collects personal information by lawful and fair means and with the knowledge or consent of the individual concerned. We will always identify the purposes for which information is being collected.

When you use the Sunrise Birding website, as with most websites, the web server stores log files with details such as the visitor's IP address, browser type, referring page, and time of visit.

We do not use Cookies when you interact with our web site.

Sunrise Birding LLC protects personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.

Sunrise Birding LLC will make readily available to customers information about our policies and practices relating to the management of personal information.

We are committed to conducting our business to ensure that the confidentiality of personal information is protected and maintained.

If you wish to opt out of receiving communications from Sunrise Birding you can do so at any time by contacting [gina@sunrisebirding.com](mailto:gina@sunrisebirding.com)

If you have any questions, comments or concerns about our privacy practices, please email us at [gina@sunrisebirding.com](mailto:gina@sunrisebirding.com).

### **YOUR USE OF SUNRISE BIRDING'S WEBSITE AND SERVICES**

When you use our website or our services, you must affirmatively agree to the collection and use of information in accordance with this Privacy Policy. Your use of the website and services provided through this site indicates your continued acceptance of the terms of this Privacy Policy. You have the right to decline to accept the terms of this Privacy Policy by choosing not to further utilize this website or our services. If you make that choice, then we will not collect or retain any information about you, and you will not be able to utilize our website or any of the services provided by our company.

### **WHAT INFORMATION IS GATHERED AND HOW IT IS GATHERED**

The information we learn from you helps us personalize and improve your experience with Sunrise Birding LLC. Here are the types of information we gather:

**Information You Give Us:** We receive and store information that you enter on our Website or that you give us in any other way. This includes all information you provide on your registration form, which is printed and completed

<http://www.sunrisebirding.com>

1.203.453.6724

[gina@sunrisebirding.com](mailto:gina@sunrisebirding.com)

manually and returned to us by mailing the hardcopy form or scanning and sending an electronic copy via email. Registration forms and other tour information forms that you complete may contain, among other information: name, contact information, payment information, travel preferences, special needs / disabilities / dietary requirements, social preferences, interests and activities, passport details, medical information, travel insurance details, details of the products and services purchased from us or inquired about, and any additional information necessary to deliver those products and services or to respond to inquiries. We keep a digital copy of the information on your registration form in our computer files. We keep a physical copy in your tour file. We enter the data from your registration form into an internal database program. We retain archived copies of all tour files after destroying any sensitive data such as a copy of a passport. We do not ask for or retain any credit card information as credit card transactions are performed by PayPal. Please see PayPal's Privacy Policies for information as to how they handle your information.

When you are travelling with us, our guides or other travelers may take video and images of you that may be used in brochures, in our advertising, or on our website. All participants in Sunrise Birding LLC trips authorize us to use their images (such as photograph, videotape, film, or recorded voice). If you do not wish to authorize such use, please notify us in writing.

**Google Analytics:** We use Google Analytics to analyze your use of our website. For more information about Google Analytics, please visit <https://policies.google.com/technologies/partner-sites>. You can opt out of Google's collection and processing of data generated by your use of our website by going to <https://tools.google.com/dlpage/gaoptout>.

## **HOW YOUR INFORMATION IS USED**

The information we gather is used primarily to provide our services to you, to communicate with you, and to improve the services we can provide to you in the future. For example, information regarding diet restrictions or medical conditions is provided to the vendors that prepare food for our tours and to other service providers with whom we contract in order to provide service to you. Health data is collected and shared with tour leaders and lodges where food is served for safety reasons. We also use the information to provide customer care and support, to monitor the usage of our services, and to detect and prevent technical issues.

## **HOW YOUR INFORMATION IS SHARED**

Information about our Clients is an important part of our business, and we are not in the business of selling it to others. We share your information only as described in this Privacy Policy and only with third parties that follow practices at least as protective as those described in this Privacy Policy.

**Third-Party Service Providers:** We contract with other companies and individuals to perform functions on our behalf. Examples include but are not limited to: tour guides, lodging providers, food service providers, processing credit card payments. They have access to our clients' personal information as necessary to perform their functions, but they may not use it for other purposes.

**Protection of Sunrise Birding and Others:** We release account and other personal information when we believe release is appropriate to comply with the law; enforce our agreements; or protect the rights, property, or safety of Sunrise Birding LLC, our clients, or others. This does not include selling, renting, sharing, or otherwise disclosing personally identifiable information from Clients for commercial purposes in violation of the commitments set forth in this Privacy Policy.

**New Owner:** If the ownership or control of all or part of our products or their assets changes, we may transfer your information to the new owner.

## **UPDATING, MANAGING, OPTING OUT AND DELETING YOUR INFORMATION**

If at any time you need to update your information, you may do so in writing by emailing us at [gina@sunrisebirding.com](mailto:gina@sunrisebirding.com) or by mailing us at Sunrise Birding LLC, PO Box 274, Cos Cob, CT 06807

You can request a copy of the personal information we retain about you. We reserve the right to charge a fee for this, depending on the nature and frequency of your request(s) and our cost to provide the information.

You can opt-out of providing information and can opt-out of receiving marketing or promotional messages via the instructions in those messages, and you can withdraw consent to the processing of your personal information.

You can request that information be deleted, in writing by emailing us at [gina@sunrisebirding.com](mailto:gina@sunrisebirding.com) or by mailing us at Sunrise Birding LLC, PO Box 274, Cos Cob, CT 06807

### **MANAGING GOOGLE ANALYTICS PERMISSIONS**

You can also manage some of the information gathering tools in your web browser, such as revoking access to Google Analytics, disabling Cookies, etc.

You can remove our Google Analytics access by going to <https://myaccount.google.com/>:

~In the "Security" section, choose Apps with account access. Or, if you don't see this option, type it into the search box.

~Choose Manage apps.

~Choose the site or app you no longer want included and choose Remove.

To delete your data, send an email to [gina@sunrisebirding.com](mailto:gina@sunrisebirding.com) and request removal. Please note that this does not unsubscribe you from any emails.

### **HOW TO UNSUBSCRIBE FROM SUNRISE BIRDING EMAILS**

To unsubscribe from our email list, you may click on the unsubscribe button in any email that is sent to you from Sunrise Birding LLC. The mail service we use will process your request within a reasonable time after receipt. If you receive emails from Sunrise Birding LLC at multiple email accounts, you will need to unsubscribe from each account. If you are not successful with unsubscribing using this method, please contact our office in writing by emailing us at [gina@sunrisebirding.com](mailto:gina@sunrisebirding.com) or by mailing us at Sunrise Birding LLC, PO Box 274, Cos Cob, CT 06807

### **HOW TO DISABLE COOKIES**

The use of cookies is a standard practice on websites. Though we do not use cookies on the Sunrise Birding website, some of the links to other sites may use them. Most Internet web browsers may be customized to reject cookies, to only accept or reject cookies by user intervention, or to delete cookies. Rejecting and/or removing cookies, however, may lead to loss of functionality on our website. The Help feature on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. Additionally, you can disable or delete similar data used by browser add-ons, such as Flash cookies. To be clear, cookie-based opt-outs must be performed on each device and browser that you wish to have opted out. For example, if you have opted out on your computer browser, that opt out will not be effective on your mobile device. You must separately opt out on each device.

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### **CHILDREN'S PRIVACY**

We do not knowingly collect personally identifiable information from children under the age of 18. If you are under the age of 18, please do not provide your name and address or other contact details or any other personally identifiable information of any kind whatsoever. If you are a parent or guardian of someone under the age of 18, and your child has provided us information without your knowledge and consent, you may request that we remove this information by contacting us in writing by emailing us at [gina@sunrisebirding.com](mailto:gina@sunrisebirding.com) or by mailing us at Sunrise Birding LLC, PO Box 274, Cos Cob, CT 06807

## **PROTECTION OF YOUR INFORMATION**

We are committed to taking reasonable and appropriate measures to protect the information we receive from you. We take reasonable and appropriate security measures to protect your information against unauthorized access to or unauthorized alteration, disclosure, or destruction of data. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we maintain reasonable and appropriate physical, electronic, and managerial procedures to safeguard and secure the information and data stored on our system. While no computer system is completely secure, we believe the measures we have implemented reduce the likelihood of security problems to a level appropriate to the type of data involved. However, since the internet is not a 100% secure environment, we cannot guarantee, ensure, or warrant the security of any information you transmit to us. There is no guarantee that information may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial safeguards. It is your responsibility to protect the security of your login information.

## **THIRD PARTY LINKS**

The Sunrise Birding website may provide links to, and may be linked from or to other websites. The existence and/or provision of those links neither constitutes nor implies endorsement of the destination or departure website(s) or of the content, viewpoint, accuracy, opinions, policy(ies), product(s), accessibility or privacy policy of said destination or departure website(s). Nor does any link between Sunrise Birding's website and a third-party website imply sponsorship of such website, or the creator of such website.

## **TERMS OF USE, POLICIES, REVISIONS**

If you choose to visit Sunrise Birding's website, your visit and any dispute over privacy is subject to this Privacy Policy and Sunrise Birding's Terms of Use, including warranty disclaimers, limitations on damages, resolution of disputes, and application of the law of the state of Connecticut. If you have any concern about privacy at Sunrise Birding LLC, please contact us with a thorough description, and we will try to resolve it. Our business changes over time, and therefore our Privacy Policy and Terms of Use will change also. We may e-mail periodic reminders of our notices and conditions, but you should check our Website frequently to see recent changes. We always indicate the date the last changes were published. We will not reduce your rights under this Privacy Policy without your explicit consent. Unless stated otherwise, our current Privacy Policy applies to all information that we have about you and your account.

## **COMPLIANCE**

We review this Privacy Policy regularly and make sure that we process your information in ways that comply with it.

Last updated: August 4, 2020