

## OREGON COUNTRY FAIR DATA PRIVACY POLICY

Last updated December 12, 2023

This privacy notice for Oregon Country Fair (“we,” “us,” or “our”) describes why we collect, store, and use (“process”) your information in our volunteer database (“Services”) such as when you:

- Visit our website at <http://www.oregoncountryfair.net>, to access the database
- Engage with us in other related ways, including marketing and events

**Questions or concerns?** Reading this privacy notice will help you understand your privacy rights and choices. If you do not agree with our policies and practices, please do not use our Services. If you still have any questions or concerns, please contact us at [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org).

### SUMMARY OF KEY POINTS

*This summary provides key points on our privacy notice, and you can find out more details about any of these topics by using our table of contents below to find the section you are looking for.*

**What personal information do we process?** When you visit, use, or navigate our Services, we process personal information depending on how you interact with us and the Services, the choices you make, and the products and features you use.

**Do we process any sensitive personal information?** Yes, we process only specific sensitive personal information – date of birth for identification purposes and driver’s license numbers of volunteers who drive OCF vehicles as part of their volunteer work.

**Do we receive any information from third parties?** We do not receive any information from third parties, specifically parties outside of our organization.

**How do we process your information?** We process your information to provide, improve, and administer our Services, communicate with you, for security and fraud prevention, and to comply with the law. We may also process your information for other purposes with your consent. We process your information only when we have a valid legal reason to do so.

**In what situations and with which parties do we share personal information?** We may share information in specific situations, such as crew lists with Inventory Crew and Sticker Booth, personal information for background checks for Child Care Crew, or in response to a subpoena.

**How do we keep your information safe?** We have organizational and technical processes and procedures in place to protect your personal information. However, no electronic transmission over the internet or information storage technology can be guaranteed to be 100% secure, so we cannot promise or guarantee that hackers, cybercriminals, or other unauthorized third parties will not be able to defeat our security and improperly collect, access, steal or modify your information.

**What are your rights?** Depending on where you are located geographically, the applicable privacy law may mean you have certain rights regarding your personal information.

**How do you exercise your rights?** The easiest way to exercise your rights is by emailing [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org). We will consider and act upon any request in accordance with applicable data protection laws.

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## 1. WHAT INFORMATION DO WE COLLECT?

### Personal information you disclose to us

*In Short:* We collect personal information that you provide to us

We collect personal information that you voluntarily provide to us when you register on the Services for participation in the Oregon Country Fair.

**Personal Information Provided by You.** The personal information we collect may include the following:

- Name
- Phone numbers
- Email address
- Mailing address
- Crew affiliation/Trade affiliation
- Membership status
- Date of birth
- Driver's license number
- Username
- Password
- Contact preferences

**Sensitive Information.** Yes, we process only specific sensitive personal information – date of birth for identification purposes and driver's license numbers of volunteers who drive OCF vehicles as part of their volunteer work.

**Personal Information.** You can designate that your phone number and mailing address only be visible to certain operational units (i.e. membership only)

**Minor Information.** We protect the confidentiality and security of personal information collected about children of volunteers on-site.

All personal information that you provide to use must be true, complete, and accurate, and you must notify us of any changes to such personal information.

## 2. HOW DO WE PROCESS YOUR INFORMATION?

*In Short.* We process your information to provide, improve, and administer our Services, communicate with you, for security and fraud prevention, and to comply with law. We may also process your information for other purposes with your consent.

**We process your personal information for a variety of reasons, depending on how you interact with our Services, including:**

- **To facilitate account creation and authentication and otherwise manage user accounts.** We process your information so you can create and log in to your account.

- **To send administrative information to you.** We may process your information to send you details about the Fair, changes to our terms and policies, and other similar information.
- **To save or protect an individual's vital interest.** We may process your information when necessary to save or protect an individual's vital interest, such as to prevent harm.
- **Event Credentials.** Volunteers must provide name and birthdate to receive their Fair event wristband. Providing an email address is recommended so that we can communicate administrative information with you.

### 3. WHAT LEGAL BASES DO WE RELY ON TO PROCESS YOUR INFORMATION?

***In Short.** We only process your personal information when it is necessary and we have a valid legal reason (i.e., legal basis) to do so under applicable law, like with your consent, to comply with laws, to provide you with services, to enter into or fulfill our contractual obligations, to protect your rights, or to fulfill our legal business interest.*

**If you are located in the EU or UK, this section applies to you.**

The General Data Protection Regulation (GDPR) and UK GDPR require us to explain the valid legal bases we rely on in order to process your personal information. As such, we may rely on the following legal bases to process your personal information.

- **Consent.** We may process your information if you have given us permission (i.e., consent) to use your personal information for a specific purpose. You can withdraw your consent at any time. Learn more about withdrawing your consent.
- **Performance of the Event.** We may process your personal information when we believe it is necessary to fulfill our obligations to you, including providing our Services.
- **Legal Obligations.** We may process your information where we believe it is necessary for compliance with our legal obligations, such as to cooperate with a law enforcement body or regulatory agency, exercise or defend our legal rights, or disclose your information as evidence in litigation in which we are involved.
- **Vital Interests.** We may process your information where we believe it is necessary to protect your vital interests, such as situations involving potential threats to the safety of any person.

**If you are located in Canada, this section applies to you.**

We may process your information if you have given us specific permission (i.e., express consent) to use your personal information for a specific purpose, or in situations where your permission can be inferred (i.e., implied consent). You can withdraw your consent at any time.

In some exceptional cases, we may be legally permitted under applicable law to process your information without your consent, including, for example:

- For investigations and fraud detection and prevention
- For business transactions provided certain conditions are met
- If it is contained in a witness statement and the collection is necessary to assess, process, or settle an insurance claim

- For identifying injured, ill, or deceased persons and communicating with next of kin
- If we have reasonable grounds to believe an individual has been, is, or may be the victim of financial abuse
- If it is reasonable to expect collection and use with consent would compromise the availability or the accuracy of the information and the collection is reasonable for purposes related to investigating a breach of an agreement or a contravention of the laws of Canada or a province
- If disclosure is required to comply with a subpoena, warrant, court order, or rules of the court relating to the production of records
- If it was produced by an individual in the course of their employment, business, or profession and the collection is consistent with the purposes for which the information was produced
- If the collection is solely for journalistic, artistic, or literary purposes

#### **4. WHEN AND WITH WHOM DO WE SHARE YOUR PERSONAL INFORMATION?**

*In Short.* We do not share your personal information, unless required by law.

#### **5. HOW LONG DO WE KEEP YOUR INFORMATION?**

*In Short.* We keep your information for as long as necessary to fulfill the purposes outlined in this privacy notice unless otherwise required by law.

We will only keep your personal information for as long as it is necessary for the purposes set out in this privacy notice, unless a longer retention period is required or permitted by law (such as tax, accounting, or other legal requirements). No purpose in this notice will require us keeping your personal information for longer than the period of time in which users have an account with us.

When we have no ongoing legitimate business need to process your personal information, we will delete such information, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible. If deletion is requested by you, it is important to know that it will remove our ability to track your membership and elder status.

#### **6. HOW DO WE KEEP YOUR INFORMATION SAFE?**

*In Short.* We aim to protect your personal information through a system of organizational and technical security measures.

We have implemented appropriate and reasonable technical and organizational security measures designed to protect the security of any personal information we process. However, despite our safeguards and efforts to secure your information, no electronic transmission over the internet or information storage technology can be guaranteed to be 100% secure, so we cannot promise or

guarantee that hackers, cybercriminals, or other unauthorized third parties will not be able to defeat our security and improperly collect, access, steal, or modify your information. Although we will do our best to protect your personal information, transmission of personal information to and from our Services is at your own risk. You should only access the Services within a secure environment.

## 7. WHAT ARE YOUR PRIVACY RIGHTS?

***In Short.** In some regions, such as the European Economic Area (EEA), United Kingdom (UK), Switzerland, and Canada, you have rights that allow you greater access to and control over your personal information. You may review, change, or terminate your account at any time.*

In some regions (like the EEA, UK, Switzerland, and Canada), you have certain rights under applicable data protection laws. These may include the right (i) to request access and obtain a copy of your personal information; (ii) to request rectification or erasure; (iii) to restrict the processing of your personal information; (vi) if applicable, to data portability; and (vii) not be subject to automated decision-making. In certain circumstances, you may also have the right to object to the processing of your personal information. You can make such a request by contacting us by using the contact details provided in the section “HOW CAN YOU CONTACT US ABOUT THIS NOTICE?” below.

We will consider and act upon any request in accordance with applicable data protection laws.

If you are located in the EEA or UK and you believe we are unlawfully processing your personal information, you also have the right to complain to your Member State data protection authority or UK data protection authority.

If you are located in Switzerland, you may contact the Federal Data Protection and Information Commissioner.

**Withdrawing your consent:** We rely on your consent to process your personal information, which may be express and/or implied consent depending on the applicable law and you have the right to withdraw your consent at any time. You can withdraw your consent at any time by contacting us by using the contact details provided in the section “HOW CAN YOU CONTACT US ABOUT THIS NOTICE?” below.

However, please note that this will not affect the lawfulness of the processing before its withdrawal.

### **Account Information**

If you would at any time like to review or change the information in your account or terminate your account, you can:

- Log in to your account settings and update your user account.

Upon your request to terminate your account, we will deactivate or delete your account and information from our active database. However, we may retain some information in our files to prevent fraud, troubleshoot problems, assist with any investigations, establish membership or elder status.

If you have questions or comments about your privacy rights, you may email us at: [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org).

## **8. CONTROLS FOR DO-NOT-TRACK FEATURES**

Most web browsers and some mobile operating systems and mobile applications include a Do-Not-Track (“DNT”) feature or setting you can activate to signal your privacy preferences not to have data about your online browsing activities monitored and collected. At this stage the uniform technology standard for recognizing and implementing DNT signals has not been finalized. As such, we do not currently respond to DNT browser signals or any other mechanism that automatically communicates your choice not to be tracked online. If a standard online tracking is adopted that we must follow in the future, we will inform you about that practice in a revised version of this privacy notice. We do not track your online activities. We use cookies when you visit the website while you are logged in to the volunteer database, for the purposes of making the website work.

## **9. DO CALIFORNIA RESIDENTS HAVE SPECIFIC PRIVACY RIGHTS?**

***In Short.** Yes, if you are a resident of California, you are granted specific rights regarding access to your personal information.*

California Civil Code Section 1798.83, also known as the “Shine the Light” law, permits our users who are California residents to request and obtain from us, once a year and free of charge, information about categories of personal information (if any) we disclosed to third parties for direct marketing purposes and the names and addresses of all third parties with which we shared personal information in the immediately preceding calendar year.

We do not share your personal information with third parties. You are still entitled to request the categories of personal information we collect about you. If you are a California resident and would like to make such a request, please submit your request in writing to us using the contact information provided below.

If you are under 18 years of age, reside in California, and have a registered account with our Services, you have the right to request removal of unwanted data that you post on the Services. To request removal of such data, please contact us using the contact information provided below and include the email address associated with your account and a statement that you reside in California. We will make sure the data is removed on the Service, but please be aware that the data may not completely or comprehensively be removed from all our systems (e.g., backups, etc).

### **CCPA PRIVACY NOTICE**

The California Code of Regulations defines a “resident” as:

1. Every individual who is in the State of California for other than a temporary or transitory purpose and

2. Every individual who is domiciled in the State of California who is outside the State of California for a temporary or transitory purpose

All other individuals are defined as “non-residents.”

If this definition of “resident” applies to you, we must adhere to certain rights and obligations regarding your personal information.

**What categories of personal information do we collect?**

We will collect the following categories of personal information:

Category	Examples	Collected
A. Identifiers	Contact details, such as real name, postal address, telephone or mobile contact number, email address, and account name	YES
B. Protected classification characteristics under California or federal law	Date of birth	YES
C. Commercial information	Transaction information and history	YES
D. Sensitive Personal Information	Driver’s License number – only for volunteers who drive OCF vehicles for their volunteer work	YES

We will use and retain the collected personal information as needed to provide the Service or for:



- Category A – As long as the user has an account with us
- Category B – As long as the user has an account with us

### **How do we use and share your personal information?**

We do not disclose your personal information with any outside service providers.

We may use your personal information only for our own business purposes, such as for undertaking the Oregon Country Fair event.

We will not disclose, sell, or share any personal information with third parties.

#### Right to request deletion of the data – Request to delete

You can ask for the deletion of your personal information. If you ask us to delete your personal information, we will respect your request and delete your personal information, subject to certain exceptions provided by law, such as (but not limited to) our compliance requirements resulting from a legal obligation, or any processing that may be required to protect against illegal activities.

#### Right to be informed – Request to know

Depending on the circumstances, you have a right to know:

- Whether we collect and use your personal information;
- The categories of personal information that we collect;
- The purposes for which the collected personal information is used;
- Whether we sell or share personal information to third parties;
- The categories of personal information that we sold, shared, or disclosed for a business purpose;
- The business or commercial purpose for collecting, selling, or sharing personal information; and
- The specific pieces of personal information we collected about you.

#### Right to Non-Discrimination for the Exercise of a Consumer’s Privacy Rights

We will not discriminate against you if you exercise your privacy rights.

#### Right to Limit Use and Disclosure of Sensitive Personal Information

We process volunteer’s sensitive personal information.

#### Verification process

Upon receiving your request, we will need to verify your identity to determine you are the same person about whom we have the information in our system. These verification efforts require us to ask you to provide information so that we can match it with information you have previously provided us. For instance, depending on the type of request you submit, we may ask you to provide certain information so that we can match the information you provide with the information we already have on file, or we may contact you through a communication method (e.g., phone or email) that you have previously provided to us. We may also use other verification methods as the circumstances dictate.

We will only use personal information provided in your request to verify your identity or authority to make the request. To the extent possible, we will avoid requesting additional information from you for the purposes of verification. However, if we cannot verify your identity from the information already maintained by us, we may request that you provide additional information for the purposes of verifying your identity and for security or fraud-prevention purposes. We will delete such additionally provided information as soon as we finish verifying you.

#### Other privacy rights

- You may object to the processing of your personal information.
  - You may request correction of your personal data if it is incorrect or no longer relevant, or ask to restrict the processing of the information.
  - You can designate an authorized agent to make a request under the CCPA on your behalf. We may deny a request from an authorized agent that does not submit proof that they have been validly authorized to act on your behalf in accordance with the CCPA.
  - You may request to opt out. Upon receiving an opt-out request, we will act upon the request as soon as feasibly possible, but no later than fifteen (15) days from the date of the request submission.

To exercise these rights, you can contact us or by referring to the contact details at the bottom of this document. If you have a complaint about how we handle your data, we would like to hear from you.

## **10. DO VIRGINIA RESIDENTS HAVE SPECIFIC PRIVACY RIGHTS?**

***In Short:** Yes, if you are a resident of Virginia, you may be granted specific rights regarding access to and use of your personal information.*

### **Virginia CDPA Privacy Notice**

Under the Virginia Consumer Data Protection Act (CDPA)

“Consumer” means a natural person who is a resident of the Commonwealth acting only in an individual or household context. It does not include a natural person acting in a commercial or employment context.

“Personal data” means any information that is linked or reasonably linkable to an identified or identifiable natural person. “Personal data” does not include de-identified data or publicly available information.

“Sale of personal data” means the exchange of personal data for monetary consideration.

If this definition “consumer” applies to you, we must adhere to certain rights and obligations regarding your personal data.

The information we collect is very specific and for the exclusive use of Oregon Country Fair in the production of the annual event. We do not disclose anything about you to third parties. You have the right to know:

- The personal data we collect
- How we use your personal data

#### Your rights with respect to your personal data

- Right to be informed whether or not we are processing your personal data
- Right to access your personal data
- Right to correct inaccuracies in your personal data
- Right to request deletion of your personal data
- Right to obtain a copy of the personal data you previously shared with us
- Right to opt out of the processing of your personal data

We do not sell any personal data to third parties for business or commercial purposes. We will not sell personal data in the future belonging to users.

#### Exercise your right provided under the Virginia CDPA

More information about our data collection and sharing practices can be found in this privacy notice.

You may contact us by email at [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org) or by visiting <http://www.oregoncountryfair.org>, or by referring to the contact details at the bottom of this document.

If you are using an authorized agent to exercise your rights, we may deny a request if the authorized agent does not submit proof that they have been validly authorized to act on your behalf.

#### Verification process

We may request that you provide additional information reasonably necessary to verify you. If you submit the request through an authorized agent, we may need to collect additional information to verify your identity before processing your request.

Upon receiving your request, we will respond without undue delay, but in all cases, within forty-five (45) days of receipt. The response period may be extended once by forty-five (45) additional days when reasonably necessary. We will inform you of any such extension within the initial 45-day response period, together with the reason for the extension.

#### Right to appeal

If we decline to take action regarding your request, we will inform you of our decision and reasoning behind it. If you wish to appeal our decision, please email us at [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org). Within sixty (60) days of receipt of an appeal, we will inform you in writing of any action taken or not taken in response to the appeal, including a written explanation of the reasons for the decisions.

## **11. DO WE MAKE UPDATES TO THIS NOTICE?**

***In Short:** Yes, we will update this notice as necessary to stay compliant with relevant laws.*

We may update this privacy notice from time to time. The updated version will be indicated by an updated "Revised" date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy notice, we will notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this privacy notice frequently to be informed of how we are protecting your information. All changes will be effective one month after issuance and you can opt out at any time.

## **12. HOW CAN YOU CONTACT US ABOUT THIS NOTICE?**

If you have questions or comments about this notice, you may email us at [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org) or by post at:

Oregon Country Fair  
442 Lawrence St.  
Eugene, OR 97401  
United States

## **13. HOW CAN YOU REVIEW, UPDATE, OR DELETE THE DATA WE COLLECT FROM YOU?**

You have the right to request access to the personal information we collect from you, change that information, or delete it. To request to review, update, or delete your personal information, please email us at [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org).

## **14. DATA USAGE REQUIREMENTS**

Users are given credentials to enter and access information for specific needs that relate to the Oregon Country Fair. Any misuse of credentials to access information not related to official business of the Oregon Country Fair is a breach of this data privacy policy and remedies would include suspension of credentials and volunteer status at the Fair. If you suspect your data has been misused, please contact [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org).