

DATA PROTECTION POLICY

WHEELABLE WILDERNESS, INC.

ARTICLE I – PURPOSE

Wheelable Wilderness, Inc. is committed to protecting the privacy and security of donor, participant, and staff data. This policy outlines the measures taken to ensure that all personal and sensitive information is handled securely and in compliance with applicable laws and best practices.

ARTICLE II – SCOPE

This policy applies to all staff, volunteers, and third-party service providers who have access to personal data collected by Wheelable Wilderness, Inc.

ARTICLE III – DATA COLLECTION AND STORAGE

Section 1. Legitimate Collection

Personal data (e.g., names, contact details, payment information) is collected only for legitimate purposes, such as processing donations, event registrations, and program participation.

Section 2. Secure Storage

All data is stored securely using encrypted cloud-based systems (e.g., Google Workspace, Microsoft 365, or a nonprofit CRM such as Bloomerang or Donorbox).

Section 3. Access Restriction

Sensitive data access is restricted to authorized personnel only, based on a need-to-know basis.

ARTICLE IV – DATA SECURITY MEASURES

Section 1. Website Security

Secure Sockets Layer (SSL) encryption is implemented on the organization's website to protect online transactions.

Section 2. Authentication

Multi-factor authentication (MFA) is required for all systems storing personal data.

Section 3. Software Updates

Regular software and security updates are conducted to prevent vulnerabilities.

Section 4. Password Management

Passwords must be strong, unique, and stored using a password manager.

ARTICLE V – DATA PRIVACY AND COMPLIANCE

Section 1. Legal and Ethical Standards

Wheelable Wilderness, Inc. adheres to GDPR and CCPA best practices, even if not legally required.

Section 2. Transparency and Consent

Donors and participants are informed about how their data will be used and can opt-in or opt-out of communications.

Section 3. Privacy Policy

A clear privacy policy is available on the organization's website.

Section 4. Third-Party Data Sharing

Data sharing with third parties is limited and only permitted with explicit consent or when legally required.

ARTICLE VI – CYBERSECURITY AND INCIDENT RESPONSE

Section 1. Training

Regular cybersecurity training is provided to staff and volunteers handling sensitive information.

Section 2. Backups and Disaster Recovery

Automated backups of critical data are performed regularly, with offsite storage for disaster recovery.

Section 3. Incident Response Plan

In case of a data breach, an incident response plan is followed, including notification to affected parties and compliance with legal requirements.

ARTICLE VII – DATA RETENTION AND DISPOSAL

Section 1. Retention

Data is retained only for as long as necessary for its intended purpose.

Section 2. Secure Disposal

Personal data that is no longer needed is securely deleted or anonymized.

ARTICLE VIII – ACCOUNTABILITY AND REVIEW

Section 1. Oversight

A designated data protection officer (or responsible team member) oversees compliance with this policy.

Section 2. Review

This policy is reviewed annually and updated as needed to reflect evolving best practices and legal requirements.

ARTICLE IX – CONTACT INFORMATION

For any questions regarding this policy or to request data access or deletion, please contact:

Email: info@wheelablewilderness.org

Phone: (270) 702-6407

Mailing Address: 531 Village Creek Dr., Bowling Green, KY 42101