Little River Band of Ottawa Indians

Information Technology Department

IT-9070 Privacy Policy

Signature of Approval	
Tribal Ogema	Date 4/29/13

Purpose:

The purpose of the Privacy Policy is to define the privacy practices used by the Tribal Government in connection to the Tribal Government website and the data collected and maintained by the Tribal Government website.

Policy:

I. Information collected:

A. General Public website:

1. Information Collected Automatically - When you visit the LRBOI website, standard information is collected and cannot be used to detect you as an individual. The information collected is NOT personal information. It may include what pages were viewed and the amount of time that was spent at each page. It can also include your domain name, your Internet Protocol address, the operating system and browser you are using and how you reached this site. The information also tells how many times the LRBOI website is bookmarked for future visits. The purpose of collecting this information is used exclusively for statistically measuring the site traffic and to improve the quality and duration of all visits to the LRBOI website. Please note that this information is not viewed on an individual basis but rather viewed as a whole with all other visitors to this site.
2. Information Voluntarily Submitted - This information is voluntarily submitted to the Little River Band of Ottawa Indians through the website's fill-in form submissions.

B. Citizens Private website

When registering on our site you will be asked to enter your:

1. name,
2. e-mail address,
3. mailing address
4. Tribal ID Number.

II. Information is used for:

Any of the information we collect from you may be used in one of the following ways:

1. To personalize your experience
   (Your information helps us to better respond to your individual needs)
2. To improve our website
   (We continually strive to improve our website offerings based on the information and feedback we receive from you)
3. To improve customer service
   (Your information helps us to more effectively respond to your customer service requests and support needs).
4. Registration validation for secure site.
5. To send periodic emails

Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company, individual, or organization for any reason whatsoever, without your consent, other than for the express purpose of delivering the service requested.

The email address you provide for registration may be used to send you information and updates pertaining to the Tribal Government or to service information, etc.

Note: If at any time you would like to unsubscribe from receiving future emails reply with REMOVE in the subject line.

III. Protecting your information

A. We implement a variety of security measures to maintain the safety of your personal information when you access your personal information.

B. We offer the use of a secure server. All supplied sensitive information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our Database to be only accessed by those authorized with special access rights to our systems, and are required to keep the information confidential.

IV. Cookies:

A. Cookies are used only if the Remember Me box is checked on the Login Page.

V. Disclosure of information:

A. We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety.

VI. Third party links

A. Occasionally, at our discretion, we may include or offer third party links on our website. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

VII. Online Privacy Policy Only

A. This online privacy policy applies only to information collected through our website and not to information collected offline.

VIII. Terms and Conditions

A. Please also visit our Terms and Conditions section establishing the use, disclaimers, and limitations of liability governing the use of our website at www.lrboi-nsn.gov.

IX. Your Consent

By using our site, you consent to our privacy policy.

If we decide to change our privacy policy, we will update the Privacy Policy modification date: This policy was last modified on 9 January 2013

X. Contacting Us

If there are any questions regarding this privacy policy you may contact us using the information below.

www.lrboi-nsn.gov
375 River Street
Manistee, Michigan 49660
webmaster@lrboi.com
888 723 8288

Authority:
As authorized in IT-0000 and by the signature of the Tribal Ogema on page one.

Review/Change	Date	Description	Initial
Change	9 Jan 13	Add change/review table add purpose and authority paragraphs.	