Cold Spring Harbor Laboratory Donor Privacy Policy*

Online Donations
When you make an online donation to Cold Spring Harbor Laboratory, you will be asked to provide information that is needed to process your gift. This information includes your name, billing address, telephone number, email address, and credit card information. Your credit card information will be used only as needed to process your transaction and will not be retained in the Laboratory’s records after the transaction is processed.

E-Newsletters
If you provide us with your email address, Cold Spring Harbor Laboratory will provide you with the opportunity to receive its online communications about news, events, or activities relating to the Laboratory. You may at any time unsubscribe by following the instructions at the bottom of any e-communication, or alternatively, opt out by emailing us at giving@cshl.edu.

Use of Information Collected from You
The Laboratory uses the personal information that you provide for the purposes described above, including processing donations, event registrations, ticket purchases, and online communications. The Laboratory also uses this information for its internal purposes, including the creation or an update of a record about you in the Laboratory’s donor database. The Laboratory (1) it will not trade, share or sell a donor’s personal information with anyone else, nor send donor mailings on behalf of other organizations OR (2) it will only share or sell personal information once the donor has given the charity specific permission to do so.

It is the Laboratory’s policy to keep in confidence its donors’ names, except in the following circumstances:

- it is the Laboratory’s practice to list gifts in its newsletters, annual reports, event invitations, event programs, etc.; and/or
- the gift qualifies for a naming opportunity elected by the donor; and/or
- the donor gives express permission to the Laboratory to make his/her gift public as part of a written document or other direct communication; and/or
- the Laboratory is obliged by law to provide information regarding the gift.

If you would like for your name and/or contribution to remain anonymous, please let the Laboratory know so that it can honor your request.

Security
Cold Spring Harbor Laboratory’s website secure server software uses Secure Socket Layer (SSL) encryption technology, which encodes your personal information, including your name, address and credit card number, as the information travels over the Internet. If you prefer, you may make a contribution or register for an event by telephone at 516-367-8840 or by fax at 516-367-8850.

Revisions to our Privacy and Refund Policy
We reserve the right to modify the information contained herein at any time without prior notice. If we make changes to our privacy and refund policy, we will modify this page accordingly. We encourage you to periodically visit this page to review our most current policy.
Contact Us
Please send your questions, comments, or concerns about our privacy and refund policy, or any other aspect of our website, to giving@cshl.edu.

*Cold Spring Harbor Laboratory’s Donor Privacy Policy refers to both online and offline donors.