



America's Natural and Cultural Resources Volunteer Portal



## Privacy Policy for the Volunteer.gov Website

The Volunteer.gov web site is managed by the Department of the Interior (DOI) for natural resource agencies to provide you with a central point where you can view volunteer job opportunities around the country available at different natural resource offices. We also provide you with the option to file your application of interest online. The information you submit is then routed to the identified agency, or to that agency most likely able to respond to your request, comments, or questions.

Your privacy is of the highest concern to the DOI and participating agencies in the Volunteer.gov web site. This is how we will handle information we learn about you from your visit to our web site. The information we receive depends upon what you do when visiting our site, and will be handled as indicated below.

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### 1. Information Automatically Gathered When You Visit Our Site

By browsing the Volunteer.gov website, the following information will be automatically collected and stored about your visit:

- the name of the domain from which you access the Internet (for example, aol.com, if you are connecting from an America Online account, or princeton.edu if you are connecting from Princeton University's domain);
- the date and time you access our site; and the Internet address of the web site from which you linked directly to our site. This information is stored as part of a systems log file. We do not store any personal identifiers.

For site management, information is collected for statistical purposes. This government computer system uses software programs to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas. We use the information we collect to measure the number of visitors to the different sections of our site, and to help us make our site more useful to visitors. This information is only used internally, does not contain personal identifiers, and will be used for internal management purposes.

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### 2. Monitoring Network Traffic

No attempts are made to identify individual users unless illegal behavior is suspected. So that this service remains available to you and all other visitors, we monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage to the web service. Use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

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### 3. Does this Web Site Use "Cookies?"

A cookie is a small file that a website transfers to your computer to allow it to remember specific information about your session while you are connected. Your computer will only share the information in the cookie with the website that provided it, and no other website can request it. There are two types of cookies, session and persistent. Session cookies last only as long as your Web browser is open. Once you close your browser, the cookie disappears. Persistent cookies store information on your computer for longer periods of time.

The Volunteer.gov web site may use session cookies for technical purposes such as to enable better navigation through the site, or to allow you to customize your preferences for interacting with the site. A few Volunteer.gov may also make use of persistent cookies to remember you between visits so, for example, you can save your customized preference settings for future visits. Each web site using persistent cookies identifies itself as doing so. If you do not wish to have session or persistent cookies stored on your machine, you can turn them off in your browser. However, this may affect the functioning of some websites.

USA.gov provides instructions for "opting-out" of web measurement and customization technologies, through disabling cookies on your web browser.

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#### 4. Providing Information to Third Parties

DOI may share information with private organizations as part of a service that provides DOI users with increased capabilities or functionality on the site.

Google Analytics: "Like many services, Google Analytics uses ... [cookies](#) to track visitor interactions. These cookies are used to store information, such as what time the current visit occurred, whether the visitor has been to the site before, and what site referred the visitor to the web page. Browsers do not share ... cookies across domains" (from the Google Analytics privacy policy). The Department of the Interior does not collect personally identifiable information from these third-party tools, nor provide them with additional PII. We use IP masking in order to share only a portion of the IP address for geolocation. In addition, Google provides an [Opt-out Browser Add-on](#) "to indicate that information about the website visit should not be sent to Google Analytics." DOI does not endorse and makes no representation about the effectiveness of the Google Analytics Opt-out Browser Add-on.

We use the information provided by third-party tools to improve our Web presence and the end-user experience.

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#### 5. If You Send Us E Mail

These web pages also offer you the opportunity to ask questions, request information, or provide comment via email. Use of this option is voluntary and may require your providing an email address.

The information collected from email messages is routed through the DOI National Business Center system and sent to different agency offices either identified by you, or most likely able to address the comment or questions you submit through the email message. The information sent out from this system and printed out by the various agencies will be maintained according to those agencies separate records schedules, Privacy Act and FOIA implementing regulations, and Privacy Act System of Records notices when applicable.

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#### 6. If You Complete an Online Application

The online application form, "United States Department of Agriculture Form 301: Volunteer Application for Natural Resources Agencies" is an approved Office of Management and Budget (OMB) Government wide form (OMB Control Number 0596 0080). The form is used by the Department of the Interior, the Department of Agriculture, the U.S. Army Corps of Engineers to collect information about individuals interested in volunteer opportunities. The information collected about potential volunteers includes the category of volunteer work they are most interested in, their qualifications and skills, their availability, the geographic locations they are interested in, and contact information including: name, email, home address, phone number, The information provided by potential volunteers assists the agencies in matching potential volunteers with available volunteer opportunities.

The information collected from completed online forms is routed through the DOI National Business Center system and sent to different agency installations identified by the applicant. Information sent out from this system and printed out by the various agencies will be maintained according to those agencies' separate records schedules, Privacy Act and FOIA implementing regulations, and Privacy Act System of Records notices when applicable.

For the public reporting burden and specific privacy statement for the online form see the information provided on the volunteer application form.

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#### 7. Information Collected from Children 13 Years of Age

Only persons 13 years and older should complete the on-line application form. We respect the privacy of children and for children 13 years and older who may visit this web site, we collect and store automatically only information identified in section #1 above. If children under 13 choose to send us e-mail if they have questions or comments we do not collect any more personal information than reasonably necessary to respond to a specific request for information. We will only use information for the reasons provided here. The information will be handled as we indicated in section #3 above by the appropriate agency. For more information on children's privacy protection on web sites implementing the Children's On line Protection Act, see the Federal Trade Commission website at:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

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#### 8. To Whom May We Release Information?

If you send us information electronically, either by e-mail or by filling out an online application, you need to know that the information you provide may be reviewed by various people who have a need to see the information in order to process you request for information, answer a question, or process your application.

Any information we collect and maintain in the course of responding to you or processing your application will be handled in accordance with the access and privacy protection requirements of the Privacy Act, and the Freedom of Information Act at the various government offices who will either respond to your request or process your application.

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## 9. When You Use Links to Other Web Sites

Our web site has links to other government websites. We also link to other organizations' websites when we have a good business reason to do so. This does not constitute an endorsement of their policies or products.

Please note: Once you link to another site, you are subject to the privacy policy of the new site, and should review that website's privacy policy statements.

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## 10. Questions and Comments

If you have any questions or comments about the information presented here, please contact [support@volunteer.gov](mailto:support@volunteer.gov).

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# Privacy Policy

Thank you for visiting the Department of the Interior website and reviewing our privacy policy. How we handle information we learn about you from your visit to our website depends upon what you do when visiting our site.

## Information Collected and Stored Automatically

If you visit our site to read or download information, such as consumer brochures or press releases, we will automatically collect and store the following information about your visit:

- The name of the Internet domain (for example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you are connecting from a university's domain);
- The IP address (a number that is automatically assigned to your computer when you are using the Internet) from which you access our site;

- The type of browser and operating system used to access our site;
- The date and time you access our site;
- The Internet address of the web site from which you linked directly to our site;
- The country and state from which you access our site;
- The pages you visit and the information you request; and
- Search terms used to get to our web site from an external search engine and terms used on our site using our search engine.

This information does not identify you personally. We do not store any personal identifiers. The information collected is part of a systems log file, and is only used internally for site management purposes.

This information is primarily collected to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas. We use the information we collect to measure the number of visitors to the different sections of our site, and to help us make our site more useful to visitors.

## **If You Send Us Personal Information**

You do not have to provide personal information to visit our website. If you choose to provide personal information, such as by sending an e-mail, submitting a form, or filling out a questionnaire or guestbook, we will use the information you provide to respond to you.

Please do not send us sensitive information, such as your credit card or social security numbers, via e-mail. It is possible that during transmission of your e-mail this information may be intercepted by a third party. We cannot guarantee its safety while in transit.

We use personally identifiable information to further our customer's protection and to provide better service. This may be to correct broken links that you have identified or provide additional information that you have requested.

Any information that we collect via a questionnaire or a guestbook may be subject to disclosure, but will be handled in accordance with the requirements of the Privacy Act and the Freedom of Information Act to ensure the greatest protection of personal privacy.

We may transfer personal information to a third party only in the following cases:

- To a bank or United States Department of the Treasury account, which must receive payment for a transaction that you initiated;

- To a company that is contracted to assist us with specific services, including electronic commerce or donations, and which agrees not to sell or use personal information for other purposes;
- To legal authorities if we suspect that you are attempting to change or otherwise damage this web site, or you are using it in violation of Federal or local laws;
- or to Congress or a court in response to a subpoena.

The Department of the Interior does not collect information for commercial marketing purposes.

## Information Collected for Tracking and Customization (Cookies)

A cookie is a small file that a website transfers to your computer to allow it to remember specific information about your session while you are connected. Your computer will only share the information in the cookie with the website that provided it, and no other website can request it. There are two types of cookies, session and persistent. Session cookies last only as long as your Web browser is open. Once you close your browser, the cookie disappears. Persistent cookies store information on your computer for longer periods of time.

DOI websites may use session cookies for technical purposes such as to enable better navigation through the site, or to allow you to customize your preferences for interacting with the site. A few DOI websites may also make use of persistent cookies to remember you between visits so, for example, you can save your customized preference settings for future visits. Each DOI site using persistent cookies identifies itself as doing so. If you do not wish to have session or persistent cookies stored on your machine, you can turn them off in your browser. However, this may affect the functioning of some Interior websites.

USA.gov provides [instructions](#) for "opting-out" of web measurement and customization technologies, through [disabling cookies on your web browser](#).

## Providing Information to Third Parties

DOI may share information with private organizations as part of a service that provides DOI users with increased capabilities or functionality on the site.

~~**AddThis:** The "Share" function on some DOI sites (not DOI.gov) is provided by a third party, AddThis. The service provider uses cookies and collects information on visitors who use this feature to share DOI content on their Facebook pages, Twitter feeds or other social media or social networking sites. As noted in their [privacy policy](#), AddThis uses this information for its own business purposes, including marketing the information to other parties. AddThis does not collect information from users who do not use the feature. We~~

no longer use AddThis on DOI.gov.

**Google Analytics:** "Like many services, Google Analytics uses ... [cookies](#) to track visitor interactions. These cookies are used to store information, such as what time the current visit occurred, whether the visitor has been to the site before, and what site referred the visitor to the web page. Browsers do not share ... cookies across domains" (from the [Google Analytics privacy overview](#)). The Department of the Interior does not collect personally identifiable information from these third-party tools, nor provide them with additional PII. We use IP masking in order to share only a portion of the IP address for geolocation. In addition, Google provides an [Opt-out Browser Add-on](#) "to indicate that information about the website visit should not be sent to Google Analytics." DOI does not endorse and makes no representation about the effectiveness of the Google Analytics Opt-out Browser Add-on.

**Livestream:** Some of our live video is provided by [Livestream.com](#). It is labeled as such. According to the Livestream [privacy policy](#), Livestream uses cookies, "pixel tags," any user information that you may choose to provide, as well as other data. More is available on Livestream's [privacy policy](#) page.

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**YouTube:** Some of our video presentation is provided by [YouTube.com](#). It is labeled as such. According to the YouTube [privacy policy](#), YouTube "may record information about your usage of the site, such as the channels, groups and favorites you subscribe to, which other users you communicate with, the videos you watch, the frequency and size of data transfers, and information you display about yourself as well as information you click on in YouTube (including UI elements, settings). If you are logged in, we may associate that information with your YouTube Account." More is available on YouTube's [privacy policy](#) page.

**Steller:** The Department of the Interior (DOI) uses Steller, a non-government third party social networking application, to share information, promote public participation, and enhance communication with the public. Your use of the Steller application to communicate with DOI is voluntary, and through your interaction with DOI your personal information may become available. Generally, personal information is not actively collected by DOI; however, if you request information or submit feedback from interaction with DOI through use of Steller, your profile name, image, contact information, and other information may be used to communicate with you or provide the requested information. You should know that any comments, images or videos posted on DOI's official Steller page may be viewed by any Steller user. You are subject to Steller's privacy policy and terms of use during your interactions with DOI on Steller. DOI will not share the information provided with third parties for promotional purposes. Please review the DOI Privacy Policy for

how information is handled: <https://www.doi.gov/privacy>

We use information provided by third-party tools to improve our Web presence and the end-user experience.

## Links to Other Sites

Our website has links to many other Federal agencies. In some cases we link to private organizations. Once you access another site through a link that we provide, you are subject to the privacy policy of that site. The privacy policies and procedures described here do not apply to any external sites. We encourage you to read the privacy policies of any site you link to from ours, especially if you share any personal information.

## Social Media

The Department of the Interior participates on open forums offered by third-party commercial social media sites in order to increase government transparency, and promote public participation and collaboration with the Department. Please note that while we encourage candid conversation and frank exchanges of ideas, the Department does not control or endorse the comments or opinions provided by visitors to these social media sites, and cannot attest to the accuracy of the information provided by these sites.

The essential information shared on these third party sites is available on [DOI.gov](https://www.doi.gov). [DOI.gov](https://www.doi.gov) is the official source of information from the Department of the Interior. If you use a site outside the Department of the Interior, you are subject to the privacy and security policies of that site.

Please visit our [DOI Social Media Page](#) for a directory of Department of the Interior bureau and office social media presences, such as those on Facebook, Twitter, YouTube, and Flickr. The Department uses these social media sites as dynamic information sharing tools to access real-time information, for external relations, and to encourage public dialogue. The Department posts videos, images, and news events on these sites to provide alternative opportunities to disseminate information and content to the public. Policies related to content, such as videos, images, and audio are posted separately. The Department does not actively seek personal information and will only collect the information necessary for the proper performance of official Departmental functions, or to accomplish a purpose required by statute, executive order, or regulation. If the Department receives your personal information through interaction with a social media site, it is required to maintain the information in accordance with the requirements of the [Privacy Act](#) and the [Freedom of Information Act](#) to ensure the greatest protection of personal privacy.

In addition to our primary social media channels, each of which has its own privacy policy (Facebook, Twitter, Instagram, YouTube and Flickr), DOI uses the bit.ly URL shortener in Twitter and other postings.



Bit.ly is “built in” to the Twitterfeed tool, in that it automatically shortens long URLs in Twitter posts. According to its privacy policy, bit.ly uses cookies (see Cookies above). Those cookies are invoked only if the shortened bit.ly URL is clicked.

For further information, please check our [Social Media Policy](#).

## Website Security

For site security and to ensure this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Unauthorized attempts to upload information or change information on this site are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

We use virus protection measures on our computer systems and regularly update the software. These are computer security measure that, in addition to maintaining our computer systems, also ensure that all files that we develop and/or post on our web servers are virus-free. When you request a file for download from our site, it is possible, though unlikely, that the data may contract a virus and become corrupted before it reaches your computer. The Department of the Interior is not responsible for files that may become corrupted as the data travels the Internet.

## For further information

- [Children's Privacy Policy](#)
- [Copyright, Restrictions and Permissions Notice](#)
- [Departmental Privacy Program](#)
- [Departmental Linking Policy](#)

## Contact

If you have any questions or comments about the information presented here, please forward them to:

U.S. Department of the Interior

## Privacy Office

OS/OCIO, Room 7112

1849 C Street, N.W.

Washington, D.C. 20240

Phone: 202-208-1605

[DOI\\_Privacy@ios.doi.gov](mailto:DOI_Privacy@ios.doi.gov)



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