

## Whitley County Community Foundation Amended Privacy Policy

Approved April 21, 2016

The Community Foundation of Whitley County (CFC) maintains information on staff, volunteers, donors, and potential donors for the purpose of keeping accurate financial records and providing information about the Foundation. We gather this information from phone calls, correspondence, and third party sources. This privacy policy may change at any time; any changes will be posted on this page. Should you have additional questions, comments or concerns, please contact the CFC's Executive Director at 260-244-5224.

In regard to the Children's Online Privacy Protection Act of 2000, the Community Foundation of Whitley County does not collect personal information from minors under the age of 13.

The following topics cover how the CFC uses information voluntarily submitted by donors and other visitors to this site, [www.cfwhitley.org](http://www.cfwhitley.org).

### **E-Mail Privacy**

We maintain e-mail mailboxes in an effort to support individuals who visit us online. We read every e-mail message that we receive and do our best to respond within 48 hours, if a response is required.

Your e-mail address will only be used within the CFC. The organization does not share, sell or rent e-mail addresses to anyone outside the CFC. If you do not wish to receive e-mail correspondence, please e-mail your request to [sepwccf@gmail.com](mailto:sepwccf@gmail.com) or call 260-244-5224.

### **Our Website/Use of IP Addresses and Cookies**

IP addresses identify every computer on the internet. Each time you connect to the internet your machine is assigned an IP address that identifies each sender or receiver of information that is sent in packets across the internet. The CFC uses your IP address to help diagnose problems with our server, and to administer our website.

At our website, we do not collect personally identifiable information. We do not use "cookies" (small pieces of information stored on personal computers), and we do not track any type of personal information from Website users. So, anyone wanting to browse and learn about our services, programs, and benefits, may do so without any violation of their personal information.

### **External Links**

Individuals may establish a hypertext link to the CFC site from their website, so long as the page containing the link properly attributes the linked site to CFC and does not state or imply an sponsorship of the site by the Foundation. As a service, CFC provides links to other external websites of various philanthropic and nonprofit organizations that does not fall under the domain of CFC. A link to a website is not an endorsement, authorization, sponsorship, or affiliation with respect to such

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site, its owners, or providers. CFWC is not responsible for the privacy practices or the content of such external websites. If you choose to follow such links, you do so at your own risk.

### **Site Application Forms**

The CFWC's website application forms require users to give us contact information as well as personal information. The CFWC may use this information to send to members of various selection committees.

### **Sharing Information**

Information on our volunteers, such as lists of committee members, is provided in several of our publications, including our annual report. We will periodically publicize information about our donors, but only with the permission of the donor. Except in those instances, we do not share information on donors or potential donors with anyone outside our organization. We never sell information to third parties.

### **Surveys**

CFWC online surveys ask respondents for contact information (such as e-mail addresses) and demographic information. The CFWC may use contact data from its surveys to send information about CFWC.

### **Security: Protecting Your Information**

The personal information we maintain is contained in a password-protected database. Access to the database is limited to authorized users. Our server is protected by a firewall and other security measures. Our website is maintained on an off-site server separate from the server that contains our database.

**Approved/Amended by the Board of Directors**

**Board Secretary:** Andy More **Date:** April 21, 2016

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