

# **Community Foundation of Wabash County Privacy Policy**

## Our Commitment to Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our home page and at every point where personally identifiable information may be requested. Please note that this policy is subject to change.

## Our Policy

At the Community Foundation of Wabash County, Inc. (Community Foundation), we maintain information that supports our efforts to keep accurate financial records and provide information about the Community Foundation that is appropriate for building relationships with donors, potential donors, volunteers, nonprofit organizations, vendors, etc. We gather this information from phone calls, correspondence, grant applications, scholarship applications and third party sources. We use this information for follow-up contacts. This information is for internal office use only. It helps us keep you up to date on services, programs, and other information that may be helpful to you. This also enables you to receive current information about the local, national, and global community to better meet your philanthropic needs.

Our staff members 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.

## The Information We Collect

This notice applies to all information collected or submitted on the Community Foundation web site. On some pages, you can make a donation, make requests, and register to attend events. Following are the types of personal information collected at these pages:

- Name
- Organization
- Address
- E-mail address
- Phone numbers
- Fax number
- Credit/Debit Card Information

When you use the public areas of our web site, you are doing so anonymously.

## The Way We Use Information

- We do collect aggregate use information, such as the number of hits per page, for internal and marketing use only; we do not provide your personally identifying information to the public.
- We use the information you provide about yourself when conducting a transaction to complete that transaction only. We do not share this information with outside parties except to the extent necessary to complete your request.
- We use return e-mail addresses to answer the e-mail we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

- Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

### Use of Cookies

The Community Foundation of Wabash County may set and access cookies to improve our level of service to our visitors. Cookies are lines of text that are transmitted to your web browser when you click on a site. Your browser stores the information on your hard drive and when you return to that site later, the cookie is transmitted back to the server that originally sent it to you. Cookies provide a way for a server to recall a previous request or registration or to keep track of a transaction in progress so that information does not have to be repeated. You can set your web browser to alert you when you are about to receive a cookie, and at that time you will have to option of refusing the cookie.

### 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.

### External Links

You may establish a hypertext link to this site from your Web site, so long as the page containing the link properly attributes the linked site to the Community Foundation of Wabash County and does not state or imply any sponsorship of your site by the Community Foundation. As a service to you, the Community Foundation provides links to Web sites of various philanthropic and nonprofit organizations. A link to a Web site is not an endorsement, authorization, sponsorship, or affiliation with respect to such site, its owners, or providers.

### Our Commitment to Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

### Opt-Out

You may ask us to delete any information about you at any time by contacting us at [info@cfwabash.org](mailto:info@cfwabash.org).

### How to Contact Us

If you have other questions or concerns about these privacy policies, please call us at 260-982-4824 or write to [info@cfwabash.org](mailto:info@cfwabash.org). You also may contact us via mail at:

Community Foundation of Wabash County  
220 East Main Street  
North Manchester, IN 46962

Effective 07/01/2009. Please note that this policy is subject to change at any time. Revisions will be effective as of the time they are posted on the site.