

# Community Foundation of Greater Muscatine

## Privacy Policy

Amended and Substituted

Last Board Revision Approval:

The Community Foundation of Greater Muscatine (Community Foundation) has created this privacy statement in order to demonstrate its firm commitment to the privacy of the Community Foundation's donors and website users. The following paragraphs describe the Community Foundation of Greater Muscatine's information gathering and dissemination practices. The privacy statement may change at any time; any changes will be posted on the website. Should you have additional questions, comments or concerns please contact:

Community Foundation of Greater Muscatine

104 West Second Street

Muscatine, IA, 52761

E-mail: [info@givinggreater.org](mailto:info@givinggreater.org)

Phone: (563) 264-3863

The following topics describe how the Community Foundation of Greater Muscatine uses information voluntarily submitted by its donors and other visitors to this site, [www.muscatinecommunityfoundation.org](http://www.muscatinecommunityfoundation.org).

### E-MAIL PRIVACY

Your e-mail address will only be used within the Community Foundation of Greater Muscatine. The Community Foundation of Greater Muscatine does not share, sell, or rent e-mail addresses to anyone outside the organization. If you do not wish to receive e-mail correspondence, please e-mail your request to [info@givinggreater.org](mailto:info@givinggreater.org) or call the Community Foundation of Greater Muscatine at 563-264-3863.

### USE OF IP ADDRESSES AND COOKIES

A unique number called an IP address identifies every computer on the Internet. Each time you connect to the Internet your machine is assigned an IP address. An IP address is a number that identifies each sender or receiver of information that is sent in packets across the Internet.

The Community Foundation of Greater Muscatine uses your IP address to help diagnose problems with our server, and to administer the Community Foundation of Greater Muscatine website.

"Cookies" are small pieces of information that are stored by your browser on your computer's hard drive. Most Web browsers automatically accept cookies, but if you prefer, you can edit your browser options to block them in the future.

The Community Foundation of Greater Muscatine may use contact data from its surveys to send information about the Community Foundation of Greater Muscatine.

## **INFORMATION REGARDING MINORS**

We do not collect or maintain information from or for minors from our website or other internet sources including information regarding scholarships, as defined under the Children's Online Privacy Protection Rule ("COPPA"). The COPPA defines minors as children under 13 years of age. Our Website is not intended for children under 13 years of age. No one under age 13 may provide any personal information to or on the Websites. We do not knowingly collect personal information from children under 13 years of age.

If you are under 13 years of age, do not provide any information on these Websites or on or through any of its features, make any purchases or payments through our Websites, or provide any information about yourself to us, including your name, address, telephone number or email address.

If we learn we have collected or received personal information from a child under 13 years of age without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13 years of age, please contact us at: 104 West Second Street, Muscatine, IA 52761, 563-264-3863, or [info@givinggreater.org](mailto:info@givinggreater.org).

## **PUBLIC FORUMS**

This site may make chat rooms, forums, e-mail lists and message boards available to its users. Please remember that any information that is disclosed in these areas becomes public information and you should exercise caution when deciding to disclose your personal information. Although the Community Foundation of Greater Muscatine tries to protect your personal information when you are using these public forums, the Community Foundation of Greater Muscatine cannot ensure or warrant the security of any information you transmit to the Community Foundation of Greater Muscatine while using any one or more of these areas, and you do so at your own risk.

## **E-COMMERCE FOR COMMUNITY FOUNDATION PRODUCTS, EVENTS, AND SERVICES**

[www.muscatinecommunityfoundation.org](http://www.muscatinecommunityfoundation.org) may use order forms for customers to request information, products, and services. The Community Foundation collects visitor's contact information (such as e-mail address) and method of payment. Contact information from any order form is used to process orders and to send information about the Community Foundation. User payment information that is collected may be used to check the users' qualifications and bill the user for products and services.

## **CONFIDENTIALITY OF DONOR INFORMATION**

This site makes donations to component funds of the Community Foundation available to its users. Except as required by law, the Community Foundation will not disclose information about a donor or a donor's gift. However, unless otherwise requested by the donor, the Foundation may publish the names of individual donors in the Foundation's Annual Report, component fund statements of activity, and other reported listings. In the case of memorial gifts, the Foundation will provide the names of donors to members of the immediate family unless the donor has requested anonymity. The Foundation may accept anonymous gifts on a case by case basis.

## **CONFIDENTIALITY WITH RESPECT TO GRANT APPLICANTS AND GRANTEES**

This site makes applications for grants and scholarship grants available to its users. The Community Foundation will protect financial and personal information that applicants submit. The Community Foundation will generally disclose the identity of grantees awarded.

## **PROTECTION OF CONFIDENTIAL INFORMATION**

Community Foundation Board of Directors, personnel, volunteers, and vendors who have executed a Conflict of Interest Declaration and Confidentiality and Non-Disclosure Agreement may access confidential information obtained through this site necessary to the performance of their functions. Any confidential information should be deleted from laptops or other personal devices in accordance with the Community Foundation's Confidentiality Policy and Non-Disclosure Agreement.

## **SECURITY**

Our website has security measures in place to protect the loss, misuse, and alteration of the information under the Community Foundation of Greater Muscatine's control.