

# PUTNAM COUNTY COMMUNITY FOUNDATION

## PRIVACY STATEMENT



### 1. Foundation Pledge

The Putnam County Community Foundation (herein referred to as the “Foundation”) is committed to maintaining the confidentiality, integrity, and security of personal information entrusted to us by all persons and organizations, including but not limited to: volunteers, current donors, potential donors, persons applying for scholarships, nonprofit agencies seeking funding, the people the nonprofits may serve, etc. The Foundation works hard to preserve your privacy and to ensure that your preferences are honored.

### 2. Collection and Use of Your Personal Information

Collecting personal information is essential to our ability to serve the community. In general, personal information is voluntarily provided to us through correspondence, phone calls, and meetings. If necessary, we may utilize other resources to gather contact information as needed.

We maintain organized records of personal information for a variety of purposes including but not limited to business operations, gift facilitation, tax receipting, gift planning, reporting, recognizing, etc. We also use this information to provide you with information about the Foundation as well as the local community to better meet your philanthropic needs.

### 3. How We Share Information

Information about donors and volunteers, such as lists of committee members, is provided in several of our publications, including our annual report. We periodically publicize information about donors for recognition purposes. Our policy is to publicly recognize donors through our Donor Honor Roll list unless instructed not to do so.

The law requires us to share information about current and former donors with government agencies or authorized third parties under certain circumstances and permits us to share information with authorized third parties for valid and legal business reasons, such as to complete a grant application or for our annual external audit. In addition, we may be required to share information in response to IRS requirements, subpoenas, or to comply with certain laws.

Additionally, pertinent stakeholder information may be shared with designated Fund Advisors including contact information and donation details. Each Fund Advisor is provided access to an online portal which includes donor information with the purpose of tracking incoming and outgoing funding and appropriately stewarding donors. For members and donors of Giving Circles, donation amounts may be included in the information provided to Fund Advisors. All Fund Advisors are expected to follow applicable Foundation policies and uphold the Donor Bill of Rights.

We will not sell, rent, loan, or otherwise share any personally identifying information you

provide with any individual or organization outside of the Foundation. We never sell information to third parties, nor do we share information about you with organizations for them to contact you for their own marketing or solicitation purposes.

#### **4. How We Protect Information**

We strive to protect your data and safeguard it from those not authorized to see it. We restrict access to your personal information to those employees who need to know that information to provide services to you. We maintain physical, computer, electronic, file storage and procedural safeguards to guard your personal information.

#### **5. Our Web Site**

We do not collect personally identifiable information about persons visiting our website. We do not use cookies (small pieces of information stored on your computer), and we do not track any type of personal information for website users. In addition, we do not share or sell information regarding online donors. So, if you want to browse and learn about our services, programs, and benefits, we invite you to do so.

The Foundation's online giving system utilizes a secure system, providing security and privacy when donors initiate online transactions.

#### **6. Third Party Sites**

The Foundation may offer links to third party sites or various philanthropic and nonprofit organizations. A link to a website is not an endorsement, authorization, sponsorship, or affiliation with respect to such site, its owners, or providers. We do not control those websites and encourage you to review their privacy policies as well.

#### **7. Communications**

If at any time you wish to stop receiving electronic newsletters or other communications from the Foundation or to be removed from our email list, you may unsubscribe. The Foundation will not share your email address with other organizations.