



# **Community Foundation of Switzerland County, Inc.**

## **Privacy Policy**

**Approved: August 18, 2015 Amended: August 16, 2016**

This website is owned and operated by the Community Foundation of Switzerland County, Inc. Our intention is to inform and educate visitors about our work as a grantmaker, community resource and philanthropic partner to local individuals, families and corporations. Community Foundation of Switzerland County, Inc. is committed to honoring the privacy of all those we work with, including visitors to our website and subscribers to our electronic newsletters.

### **PERSONAL INFORMATION**

Your right to privacy is very important to us. We recognize that providing the Community Foundation with your personal information is an act of trust. When you visit the Community Foundation of Switzerland County, Inc. online, you remain anonymous, as we do not require registration to view our website or access information.

We may occasionally ask for your feedback via surveys or other communications to better understand your interests and needs. We will also request information through online forms used to register for a Foundation event. The Foundation does not share or make public any personal information gathered through our website.

If you apply for a grant or scholarship, we may ask for your personal information. All personal information, including things such as name, postal address, phone number, and email address are private and confidential. Accordingly, the personal information provided to us is stored in a secure location and is accessible only by staff. In order to protect this information, we maintain physical, electronic, and organizational safeguards, to protect donor information. We do not collect any information from anyone under the age of thirteen (13).

### **PUBLIC INFORMATION**

Under IRS Code, the following Foundation documents are public information:

- IRS Forms 990 and affiliated schedules for the past three years.
- Exemption letter from the IRS.
- Approved application for exemption with supporting documentation.

Lists of our donors, other than those published in the annual report, are not available to the public. We do not reveal the name of anonymous donors.

## **THIRD PARTY SITES**

Throughout our website(s), we offer links to third party sites. Since we do not control those websites, we encourage you to review their privacy policies as well.

## **COMMUNICATIONS**

If at any time you wish to stop receiving the Community Foundation's electronic newsletters or other communications, or to be removed from our email list, you may unsubscribe from that list as explained in each message. The Community Foundation of Switzerland County, Inc. will not give your email addresses to other organizations; however, we may occasionally send you mailings regarding events, products or services by reputable third parties if we think they may be of interest to you. In such circumstances, we do not provide the organization with your information, but send the mailing ourselves.

## **QUESTIONS AND COMMENTS**

We welcome comments and questions on this policy. To share feedback or to request information from the Foundation, please send an email to [info@cfsci.org](mailto:info@cfsci.org) or write to:

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