
PRIVACY POLICY

- I. **Donor Privacy Policy:** Through the normal course of its work, The Community Foundation board and staff may become aware of confidential information about donors. The Community Foundation's board and staff shall keep confidential all non-public donor information.
 - a. The Community Foundation does not provide or sell donor contact information to any outside source.
 - b. The Community Foundation protects donors' rights to anonymity and will honor any donor request to remain anonymous.
 - c. The Community Foundation takes all reasonable precautions to prevent unauthorized access to its information technology systems containing donor information.
 - d. 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, it may publish the names of individual donors in The Community Foundation's Annual Report and other reported listings. In the case of memorial gifts, The Community Foundation will provide the names of donors to members of the immediate family unless the donor has requested anonymity. The Community Foundation will not disclose the amount of any gift without the donor's consent. It may accept anonymous gifts to it on a case by case basis.

- II. **Privacy for Other Constituents:** Through the normal course of its work, The Community Foundation board and staff may become aware of confidential information about other constituencies. The Community Foundation board and staff apply the same level of privacy listed above for donors to information from these groups.

- III. **Confidentiality with respect to Grant Applicants and Grantees:** The Community Foundation will not disclose the identity of grant applicants except as necessary to process the application and will protect financial and personal information that applicants submit to it. This includes information provided by applicants for grants to individuals such as scholarships and hardship assistance. Except in the case of hardship assistance grants to individuals, The Community Foundation will generally disclose the identity of grantees and the amount awarded. As noted in the Terms and Conditions for fund agreements, the Community Foundation reserves the right to disclose information regarding grants recommended

from Funds established with governmental or other public monies or established by contractual agreement with a government entity. Information disclosed may include the grant amounts and the recipients of the grants. Please refer to the “Terms and Conditions for Component Funds of the Greater Washington Community Foundation” for additional information.

IV. Website Privacy Policy

a. Information Collection and Use

The Community Foundation is the sole owner of the information collected on its website. We do not share, sell, or exchange this information.

The Community Foundation collects information on its website at several different points on the site. We use this information to administer the site and maintain ongoing communications with donors, professionals and other nonprofit partners.

It is possible that if you register for a program, newsletter and/or donate, you may receive additional information from The Community Foundation. Only email addresses or regular mail addresses would be used for this purpose. Users may request removal from mailing lists at any time. To review or request corrections to your personal information collected by the Community Foundation, contact us at info@thecommunityfoundation.org.

b. Policy of No Sharing

The Community Foundation will not share, sell or exchange donor’s information for third party fundraising or marketing purposes.

c. Online Donations

Visitors to www.thecommunityfoundation.org who make monetary donations through the website are asked to provide information, which is kept on a secure proprietary database. Credit card and other payment data is not stored on our database. We will not share, sell or exchange donor information for third party fundraising or marketing purposes.

d. Security Measures

The Community Foundation takes appropriate precautions to protect our site visitors' information. The website uses industry-standard (SSL) encryption on all web pages where personal or sensitive information is required.

The encryption provided by our service providers associated with The Community Foundation’s website allows your data to be safely transmitted over the Internet. The encrypted data goes to a physically

secure location managed and provided by our designated service providers.

e. External Links

www.thecommunityfoundation.org contains links to other external websites that do not fall under its domain. The Community Foundation is not responsible for the privacy practices or the content of such external websites. If you choose to follow such links to external websites, you do so at your own risk.

Related Forms: Confidentiality with respect to The Community Foundation's business and internal matters is guided by the Confidentiality Policy.