

## Owen County Community Foundation, Inc.

### Internet Privacy Policy

Posted at [www.owencountycf.org](http://www.owencountycf.org)  
on November 20, 2011

#### Our Commitment to Privacy

The Owen County Community Foundation (“OCCF”, “we”, or “us”) values your privacy. This policy explains the ways in which we may collect, maintain and use information from visitors to our website. This policy applies only to OCCF’s collection and use of information through its site and does not apply to the collection and use of information obtained through other means.

#### The Information We Collect

When you use the public areas of our website, you are doing so anonymously. On other pages, you can donate to OCCF or sign up for our mailing list. The following types of personal information are collected at these pages: name and e-mail address.

#### The Way We Use Information

- We 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 email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared without outside parties.
- We never use or share the personally identifiable information provided to use online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.
- We reserve the right to release personally identifying information about our website visitors when we believe that such disclosure is necessary or appropriate to comply with law or to protect the safety or property of visitors to our site, the public, OCCF, or our personnel.
- We also reserve the right to disclose personally identifying information about our website visitors to third-party contractors that we engage to assist us with operating the website or other aspects of our business when our contractors need access to such information to perform the services we request.

#### Use of Cookies

OCCF may use “cookies” to collect information about visitors to our site. A “cookie” is small text file that a website places on your computer’s hard drive to make it easier to use certain site functions or to collect information about your activities on the website. The “cookie” transmits this information back to the website. We do not use “cookies” to collect any type of personal information or to extract any information from your computer. Many users do not know that “cookies” are placed on their computers when they visit websites. If you want to prevent this from happening, you can set your browser to warn you when a website attempts to place a cookie on your computer. At that time you will have to option to refuse the cookie.

### **Our Commitment to Data Security**

Providing security for the personal information that you submit is a top priority. We use technologies and processes, such as encryption, access control procedures, network firewalls, physical security, and other measures intended to protect the information that you provide to us. These measures protect the security and privacy of information traveling to, from, and within OCCF. Only our authorized employees or agents carrying out permitted business functions are allowed to access personal information. Please be aware, however, that no physical or electronic security system is impenetrable. We cannot guarantee that security of our servers or databases, nor can we guarantee that the information that you supply to us will not be intercepted during transmission over the Internet.

### **Credit Card Transactions**

We use a service provider to process credit cards transactions on our behalf. When you provide credit card information through our website, your information goes directly from your computer to a server operated by our service provider. Our service provider uses your credit card information only to process your transaction and is bound by contract to treat all of your personal information as confidential

### **Opt-Out**

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

### **Links to Other Web Sites**

Our website links to other nonprofit organizations whose privacy practices may differ from those of OCCF. If you submit personal information to any of these sites, your information is subject to their policies. We encourage you to review the privacy policies of any website you visit.

### **Changes in Our Privacy Policy**

OCCF reserves the right to change our privacy policy at any time. Revisions will be effective as of the time they are posted on the site.

### **Privacy Compliance**

For questions or concerns regarding this policy, please call us at 812-829-1725 or write to [info@owencountycf.org](mailto:info@owencountycf.org).

*Approved by the Board of Directors on November 15, 2011*

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Approved by Board of Directors: \_\_\_\_\_ Date: \_\_\_\_\_  
Marilyn S. Jackson, Secretary of Board of Directors