

## **Privacy Policy**

The Hendricks County Community Foundation is committed to protecting the privacy of personal information of current and potential donors, current and potential grantees, employees, volunteers and other individuals. We value the trust of those that deal with us, and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat personal information that is shared with us.

During the course of our activities as a community foundation, at times we gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

### **Definition of Personal Information**

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This can include information regarding an individual's finances, opinions or beliefs, as well as other facts about, or related to, the individual. We may also collect information necessary to set up and maintain a fund or an account, such as name, address, social security number, date of birth, account holdings, and electronic banking information, or any information about financial holdings and objectives which may be necessary to help structure and realize an individual's philanthropy in the most appropriate manner. Exceptions to the definition: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

### **Privacy Practices**

Personal information gathered by our organization is kept in confidence. Our paid and volunteer personnel are authorized to access personal information based only on their need to deal with the information for the uses for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its loss or destruction. We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances. We offer individuals we deal with the opportunity to opt not to have their information shared for purposes beyond those for which it was explicitly collected.

## **Information on Our Donors**

Our Annual Report, website and other publications may include specific details of our endowment funds and a list of contributors, namely donors who made gifts to the Foundation or to one of its funds. A copy of our Annual Report may be viewed on our website. If a donor does not wish for his or her name to be included in this list, please advise us and we will gladly accommodate this request. All general contributions may be announced publicly unless donors advise the Community Foundation of their desire for anonymity. The amount of a donation will not be publicized without a donor's prior permission. Unless otherwise specified in the document, donors making a gift by bequest or other testamentary device are deemed to have granted such permission.

## **Mailing and Contact Lists**

From time to time we send out information that we feel may be of interest to the recipient. We do not rent, sell or trade our mailing lists. If you receive information from us and if at any time you wish to be removed from the Community Foundation's mailing list, please contact us and we will gladly accommodate your request.

## **Website**

The Community Foundation is committed to safeguarding visitor privacy on our website. In order to provide donors with high quality of service and relevant information, we may periodically collect certain personal information during visits to our web site. This information is used only to respond to any requests by donors/prospects for further information or to improve our content and service.

## **Distribution of Personal Information**

All personal information we may collect is maintained in the strictest confidence. We do not sell, share, license, or otherwise commercially distribute personal information. Information shared with third parties as necessary to conduct the confidential business of the Community Foundation shall require a signed confidentiality agreement.

## **Public Disclosure**

The Community Foundation will comply with both the letter and spirit of all public disclosure requirements, including the public availability of its tax returns. This policy shall not be construed in any manner to prevent the Community Foundation from disclosing information to taxing authorities or other governmental agencies or courts having regulatory control or jurisdiction over the Community Foundation.

## **Consequences of Policy Violation**

Violations of this policy are considered very serious, and may result in disciplinary action, up to and including dismissal of employees or contractors, or removal from the Board or any committee for volunteers, as well as possible legal action.