

The Central Kansas Community Foundation and its affiliates recognize and respect the privacy of donors and website users. Our intention is to inform and educate visitors about our work as a grant maker, community resource and philanthropic partner to local individuals, families and corporations. The Community Foundation is committed to honoring the privacy of all those we work with, including visitors to our website, applicants and subscribers to our electronic newsletters. This policy describes the types of information we may collect from you or that you may provide when you visit our websites: [www.centrankansascf.org](http://www.centrankansascf.org) [www.givehalstead.org](http://www.givehalstead.org) [www.hcfoundationks.org](http://www.hcfoundationks.org) and [www.hesstoncommunityfoundation.org](http://www.hesstoncommunityfoundation.org) (collectively “Websites”) and our practices for collecting, using, maintaining, protecting and disclosing that information.

This policy only applies to the information the Community Foundation collects on our Websites. It does not apply to information collected by us offline or by any other means, nor does this policy apply to any information collected by any third party, including through any application or content that may link to or be accessible from or on our Websites. Browsing and interaction on any other website, including websites to which the Community Foundation links, is subject to that website’s own rules and policies. Please review those policies and rules before proceeding as the Community Foundation does not make any representations about the policies of any organization or website to which we link and disclaims any liability or responsibility for such other website’s content, rules or policies.

### **Children Under the Age of 13**

Our Websites are not intended for children under 13 years of age. No one under age 13 may provide any personal information to or on the Websites. We do not knowingly collect personal information from children under 13. If you are under 13, do not provide any information on these Websites or on or through any of its features, make any purchases or payments through our Websites, or provide any information about yourself to us, including your name, address, telephone number or email address. If we learn we have collected or received personal information from a child under 13 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13, please contact us at the information below.

### **Types of Information We Collect**

The Community Foundation collects two types of information on our Websites: (1) personal information you knowingly and voluntarily provide that is collected on an individual basis, and (2) website use information collected automatically, and on an aggregate basis, as you and others navigate through our Websites.

**Personal Information You Provide to Us.** The information we collect on or through our Websites may include information that you provide by submitting forms on our Websites. This includes information provided online at the time of setting up a fund, contributing to a fund,

completing online applications or reports and purchasing or redeeming Giving Cards. You may be required to provide financial information before adding money to your fund or another fund, or before ordering a Giving Card and in some cases financial information may be included in scholarship applications. The Community Foundation does not store or keep on file any of the financial information provided.

**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 or for special campaign promotion, are not available to the public. We do not reveal the name of anonymous donors to the recipient of a grant.

**Website Use Information.** As you navigate through and interact with our Websites, we may automatically collect certain information about your computer hardware and software. This information can include: your IP address, browser type, domain names, access times and referring website addresses. The information we automatically collect is statistical data and does not identify any individual users. The Community Foundation uses the information to administer our Websites, track users' movements around the Websites and gather information about our user base. The technologies we use for the automatic data collection may include "cookies." A cookie is a small piece of information stored by your browser on your computer's hard drive. Cookies automatically gather certain usage information like the number and frequency of visitors to our Websites. Most Web browsers automatically accept cookies, but if you prefer you can edit your browser options to block them in the future.

### **How We Use Your Information**

We use information that we collect about you or that you voluntarily provide to us to present our Websites and its contents to you, to provide you with the services that you requested, to send you email confirmations for your online transactions, and to notify you about any Community Foundation events or other information related to the Community Foundation's mission. If you wish to opt-out or unsubscribe from any Community Foundation services, please contact us through email, telephone or U.S. Mail as provided below.

### **Information Disclosure**

The Community Foundation does not rent, sell or share any personal information about individual users with any third party except to provide the services you have requested. The Community Foundation may disclose your personal information to comply with any court order, law or legal process, including to respond to any government or regulatory request.

### **Credit Card**

If you choose to contribute to a fund or purchase Giving Cards on our Websites, you will need to

accept the terms in addition to providing personal information including name, mailing address, billing address, telephone number, credit card number, credit card expiration date and a CCV.

### **Security**

We have implemented measures designed to secure your personal information from unauthorized use, alteration and disclosure. Any payment transaction involving credit card or personal information provided through the Websites will be encrypted by establishing a “secure session” using Secure Socket Layer (SSL). Other communication may not be secure unless you are advised that security measures will be in place prior to you transmitting the information.

### **Your Consent**

By accessing or using our Websites, you consent to the collection and use of information by the Community Foundation as outlined in our privacy policy. This policy may change from time to time. Updates to the policy will be posted on this privacy policy page. Continued use of our Websites after we make changes is deemed to be acceptance of those changes. Should you have additional questions, comments or concerns about this privacy policy and our privacy practices, contact us at:

[angie@centralkansascf.org](mailto:angie@centralkansascf.org)

316.283.5474

or write to:

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