# **Website Privacy Policy**

#### **Our Commitment**

It is the policy of The Ashbrook Foundation, Inc. (the "Foundation") to respect the privacy of its website users and we will strive to protect it on our website and affiliated giving sites. This privacy policy outlines our procedures with respect to website management and how we protect information gathered via this site and affiliated giving sites, and about what choices you have concerning our use of such information.

Please read this policy carefully. We will post any changes to it here so that you will always know what information we gather, how we might use that information, and whether we will disclose that information to anyone. The Foundation reserves the right to change this website privacy policy without prior notice. Please refer back to this policy regularly.

### **Online Information Gathering and Use**

We gather information about you online if you voluntarily provide us with your information, such as when you make a contribution, or communicate by sending us an email or completing a survey. On certain pages on our site, such as in connection with making a contribution online, or if you ask by email for more information about our programs or objectives, you may be asked to provide information such as name, address, phone number, email address, demographics, credit card, and other information. We do not gather this more personal information on our site or our affiliated giving sites without your knowing and active permission and participation. We can obtain your permission to gather before, during or after our site or affiliated giving sites collects your information. Permission may be granted to us in the donations you make to us or in other forms that you complete online or offline.

We may gather information about you that is available to the public from other websites or sources such as LinkedIn and Facebook.

We may also gather information about you by providing names, addresses, and/or phone numbers that are gathered through the website or from other sources to third party vendors for the purpose of updating that information.

### **Use of Cookies/IP Address**

The Foundation may place "cookies" on a visitor's computer in order to provide a more efficient and convenient service to you. Cookies do not generally contain personally identifiable information. However, the Foundation reserves the right to associate personally identifiable information with cookies. Such information will not be disclosed to outside parties unless required to do so by legal proceedings or law enforcement investigations.

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

This site may contain links to affiliated partner/vendor sites, such as e-mail services, on-line donor pages and events registration pages. Links to our partner/vendor privacy policies are as follows:

- <u>CommunityFoundationGastonCounty</u>
- GoDaddy
- Jotform
- ZohoCRM
- Eventbrite
- PayPal

The Foundation uses all information gathered online, either in aggregate or on an individual basis, from its website, email or social media strictly for Foundation-related business.

### **Opting Out of Email**

Email recipients may unsubscribe from Ashbrook Foundation-related emails by clicking on the link at the bottom of the message sent, or by contacting us by phone or email.

### **Donations and Event Registrations**

Online donations and event registrations are processed by affiliated partners/vendors, including GoDaddy, Community Foundation of Gaston County, Zoho CRM, PayPal and Eventbrite. Credit card and other information you provide when making an online donation is provided directly to the third-party vendor for the purpose of processing and recording gifts. All credit card information is encrypted at the time of processing and not stored for further use. The providers have agreed not to use any information they receive in connection with work for the Foundation in any manner inconsistent with this privacy policy. The providers have been charged with protecting this information in accordance with the prevailing industry standards as maintained by the provider and described more fully in their privacy policies.

#### **Statistics**

As do most standard web servers, ours uses log files which include IP addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks in order to analyze trends, administer the site, collect broad demographic information for aggregate use. The Foundation utilizes a third-party vendor, Google Analytics, to assist in collecting and analyzing such data. Refer to Google's privacy policy for more information.

Statistics from email are collected and analyzed on both an individual and an aggregate basis. We use these statistics to better provide services to the public.

We may also use and disclose to third parties aggregated information and statistics regarding donations and contributions to the Foundation.

#### **Disclosure**

We may disclose your information to third-party representatives with whom we contract to update our files and to school affiliated organizations in support of the school's goals and objectives. We

may use any information you disclose to us or in online applications to process your donations or to call, mail and market information about the school or the Foundation to you. We may also publicize your name, year of graduation and your category of support in our honor roll of donors, annual report and/or other donor recognition publications, which are publicly available, unless you specifically ask to remain anonymous.

We can obtain your permission to disclose before, during or after our site collects your user information. Permission may be granted to us in the donations you make to us or in other forms that you complete online or offline.

The Foundation provides information to third party vendors for updating and marketing purposes as described in this policy and to school affiliated organizations in support of the school's goals and objectives. Except in support of Foundation and school affiliated programs, the Foundation does not sell, trade, rent or otherwise provide any of your information to other organizations. Also, although unlikely, the Foundation may be required by law enforcement or judicial authorities to provide information to the appropriate governmental authorities. In these cases, we will provide this information as and to the extent we have determined that the disclosure of any such information is appropriate.

### **Security**

The Foundation operates secure data networks protected by industry standard firewall and password protection systems. Our databases, including the system administrations logs, are password protected. The information you provide is stored in a secure location and is used and disclosed only as set forth in this policy. User information is accessible only to designated board officers who need the information to perform a specific function or task related to the Foundation's mission, such as gift recording, assisting and communicating with donors, or providing donors with reports and receipts.

Our online vendor (PayPal) giving page is a secure site, evidenced by the lock icon located on user browser pages. Their systems make it difficult for your information to be stolen or intercepted while it is being transferred over the Internet and while it is stored on their system. However, no encryption system can guarantee perfect security with the Internet.

### **Information Requests**

If you have provided us with any information during a prior visit to or use of the Foundation site, you may request that we give you access to such information by sending us an email. You have the right to review the information and make any corrections to it that are appropriate.

## **Editing/Deleting/Deactivating Personal Information**

If your information changes (such as zip code, phone, email or postal address), or to otherwise ensure your wishes regarding personal information are met, please <u>contact us</u>.

### **Acceptance of Privacy Policy**

By using www.ashbrookfoundation.com you signify your acceptance of our Privacy Policy. If you do not agree to this policy, please do not use our site. Your continued use of the Foundation site following the posting of changes to these terms will mean that you accept these changes.

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