



## **Privacy Policy**

Thank you for visiting the Charlotte Community Foundation's website. Our Privacy Policy is designed to assist you in understanding how we collect and use the personal information you provide to us and to assist you in making informed decisions when using our website, our products and services.

We request information from you on our contribution/registration payment form. To make a donation or to register for an event, you must provide contact information (such as your name and shipping address) and financial information (such as your credit card number and expiration date). This information is used for billing purposes and to fill your specific request. If we have trouble processing an order, we will use this information to contact you.

We maintain information on volunteers, donors, and potential donors for the purpose of keeping accurate financial records and providing you with information about the Foundation. We maintain contact lists for follow-up communication with you. This is our way of keeping you up-to-date on our services, programs, and benefits, enabling you to receive current information to better meet your philanthropic needs.

### **Our Website**

Charlotte Community Foundation incorporates a number of procedures to safeguard the confidentiality of your personal information, including Secure Sockets Layer ("SSL") for all financial transactions. We do not collect personally identifiable information about you and do not use "cookies" (small pieces of information stored on your computer). So, if you want to browse and learn about our services, programs and benefits, we invite you to do so.

As a service to you, the Charlotte Community Foundation (CCF) provides links to CCF Sponsors, Funds and Agency Partner Funds, Memorial Funds administered at CCF, and various other philanthropic and nonprofit organizations. A link to a website is not an endorsement, authorization, sponsorship, or affiliation with respect to such site, its owners, or providers.

### **Sharing Information**

We do not share information with anyone outside of our organization and we never sell information to third parties. However, information on our volunteers, such as lists of committee members, is provided in several of our publications, including our annual report. We will periodically publicize information about our donors, but only with the permission of the donor.

### **Protecting Your Information**

The personal information we maintain is contained in a password-protected database. Only employees who need access to your personal information to perform a specific job are granted access to this information. Our server is protected by a firewall and other security measures. Our website is maintained on an off-site server separate from the server that contains our database.

You may, at any time, contact us and we will discontinue sending you information which publicizes CCF and its programs.

Any changes to this Privacy Policy will be posted on our website.