

## Privacy Policy

The Community Foundation of Greater Muscatine (Community Foundation) has created this privacy statement in order to demonstrate its firm commitment to the privacy of the Community Foundation's donors and website users. The following paragraphs describe the Community Foundation of Greater Muscatine's information gathering and dissemination practices. The privacy statement may change at any time; any changes will be posted on this page. Should you have additional questions, comments or concerns please contact: 104 West Second Street Muscatine, IA, 52761, 563-264-3863, or [cschafer@givinggreater.org](mailto:cschafer@givinggreater.org).

The following topics describe how the Community Foundation of Greater Muscatine uses information voluntarily submitted by its donors and other visitors to this site, [MuscatineCommunityFoundation.org](http://MuscatineCommunityFoundation.org).

### E-MAIL PRIVACY

Your e-mail address will only be used within the Community Foundation of Greater Muscatine. The Community Foundation of Greater Muscatine does not share, sell or rent e-mail addresses to anyone outside the organization. If you do not wish to receive e-mail correspondence, please e-mail your request to [cschafer@givinggreater.org](mailto:cschafer@givinggreater.org) or call the Community Foundation of Greater Muscatine at 563-264-3863.

### USE OF IP ADDRESSES AND COOKIES

A unique number called an IP address identifies every computer on the Internet. Each time you connect to the Internet your machine is assigned an IP address. An IP address is a number that identifies each sender or receiver of information that is sent in packets across the Internet. The Community Foundation of Greater Muscatine uses your IP address to help diagnose problems with our server, and to administer the Community Foundation of Greater Muscatine website.

"Cookies" are small pieces of information that are stored by your browser on your computer's hard drive. Most Web browsers automatically accept cookies, but if you prefer, you can edit your browser options to block them in the future. The Community Foundation of Greater Muscatine uses cookies to maintain user session identity, and, in some non-member areas, to store your username and password locally for ease of access.

The Community Foundation of Greater Muscatine may also collect certain demographic information about visitors to [MuscatineCommunityFoundation.org](http://MuscatineCommunityFoundation.org) through the use of cookies. The Community Foundation of Greater Muscatine only uses this data to improve the overall [MuscatineCommunityFoundation.org](http://MuscatineCommunityFoundation.org) website and for internal business purposes.

### SITE/MEMBERSHIP REGISTRATION FORMS

The Community Foundation of Greater Muscatine's website registration forms require users to give us contact information (such as name and e-mail address), method of payment, and demographic information. The Community Foundation of Greater Muscatine may use customer contact information from the registration forms to send the user information about the Community Foundation of Greater Muscatine. The customer's contact information is also used to contact the visitor when necessary. Information regarding method of payment is collected for member enrollment, registration and to process orders for products and services.

#### EXTERNAL LINKS

MuscatineCommunityFoundation.org contains links to other external websites that do not fall under the community foundation's domain. MuscatineCommunityFoundation.org is not responsible for the privacy practices or the content of such external websites. If you choose to follow such links to external websites, you do so at your own risk.

#### E-COMMERCE FOR CONFERENCE REGISTRATION/PUBLICATIONS SALES/FOUNDATION NEWS & COMMENTARY SUBSCRIPTIONS

MuscatineCommunityFoundation.org may use an order form for customers to request information, products and services. The Community Foundation of Greater Muscatine will collect visitor's contact information (such as e-mail address) and method of payment. Contact information from the order form is used to process orders and to send information about the Community Foundation of Greater Muscatine. User payment information that is collected is used to check the users' qualifications and bill the user for products and services. This information is transmitted via a secure e-mail.

#### SURVEYS

MuscatineCommunityFoundation.org online surveys may ask respondents for contact information (such as e-mail address) and demographic information (such as zip code and age). The Community Foundation of Greater Muscatine also may use contact data from its surveys to send information about the Community Foundation of Greater Muscatine.

#### PUBLIC FORUMS

This site may make chat rooms, forums, e-mail lists and message boards available to its users. Please remember that any information that is disclosed in these areas becomes public information and you should exercise caution when deciding to disclose your personal information. Although the Community Foundation of Greater Muscatine tries to protect your personal information when you are using these public forums, the Community Foundation of Greater Muscatine cannot ensure or

warrant the security of any information you transmit to the Community Foundation of Greater Muscatine in the course of using any one or more of these areas, and you do so at your own risk.

#### SECURITY

This site has security measures in place to protect the loss, misuse and alteration of the information under the Community Foundation of Greater Muscatine's control.

Board Approved: September 28, 2016