

# PRIVACY POLICY

THE COMMUNITY FOUNDATION OF UTAH



The Community Foundation of Utah (the “Foundation”) has created this privacy statement in order to demonstrate its firm commitment to the privacy of Foundation donors and website users. The following paragraphs describe the Foundation’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:

2257 South 1100 East, Suite 205  
Salt Lake City, Utah 84106  
info@utahcf.org  
801.559.3005

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

## E-MAIL PRIVACY

Your e-mail address will only be used within the Foundation. The Foundation 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 info@utahcf.org or unsubscribe using the newsletter program’s unsubscribe button.

## USE OF IP ADDRESSES AND COOKIES

The use of IP addresses and cookies are standard practices for basic communication with web servers and if users are sensitive about being identified by IP address and/or cookies, it is the responsibility of the user to appropriately configure their browser and/or 3rd party software to limit their exposure to either.

## SITE/MEMBERSHIP REGISTRATION FORMS

The Foundation’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 Foundation may use customer contact information from the registration forms to send the user information about the Foundation. 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**

www.utahcf.org contains links to other external websites that do not fall under the utahcf.org domain. www.utahcf.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**

www.utahcf.org uses an order form for customers to request information, products and services. The Foundation collects 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 Foundation. 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**

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

## **HOW DONOR INFORMATION IS USED**

The Foundation collects, uses and discloses personal information concerning our donors for the following reasons:

- To establish a relationship and communicate with donors
- To understand who our donors are and how we may improve our services to meet their preferences and expectations
- To process a donation (e.g. a credit card transaction)
- To issue a tax receipt
- To recognize contributions
- To meet requirements imposed by law

## **COPPA COMPLIANCE**

Anyone under the age of 13 is considered a minor by the Foundation. All personal information collected from minors through the Foundation website will be used strictly

within the organization (including relevant staff and board members) and will only be shared with approved committees as needed. All information will be collected directly from the individual with proper approval from parent/guardian. Any information collected for the purpose of a scholarship application will be used in the award selection process. Award decisions and future scholarship information will be distributed to the designated email address on the scholarship application submitted by the individual. No information collected from minors will be shared with third parties and will be shared only within the Foundation (including relevant staff, Board members, and approved selection committee members).

and approved selection committee members). Personal information collected from children may include name, address, email address, report cards, proof of financial need, personal essay and type of housing.

The Foundation will not require a child to disclose more information than is reasonably necessary to apply for a scholarship (see specific scholarships for requirements).

Parents/Guardians can review their child's personal information, direct the Foundation to delete it, and refuse to allow any further collection or use of the child's information.

Parents/Guardians can agree to the collection and use of their child's information, but still not allow disclosure to third parties.

A parent/guardian of an applicant (who is a minor) will be given direct notice before collecting information from their child and will be required to give consent before the Foundation collects personal information. To give consent, the parent/guardian must read and sign the Parental Consent Form and return to the Foundation before information will be collected.