

## Privacy Policy

The Keokuk Area Community Foundation has created this privacy statement in order to demonstrate its firm commitment to the privacy of Keokuk Area Community Foundation donors and website users. The following paragraphs describe the Keokuk Area Community 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:

> ADDRESS PO Box 367 Keokuk, Iowa 52632

EMAIL info@keokukfoundation.org

### PHONE

319.795.1407

The following topics describe how the Keokuk Area Community Foundation uses information voluntarily submitted by its donors and other visitors to this site, www.keokukfoundation.org.

#### COLLECTING INFOMATION FROM MINORS

The Keokuk Area Community Foundation does not collect information from minors for any purpose.

#### E-MAIL PRIVACY

Your e-mail address will only be used within the Keokuk Area Community Foundation. The Keokuk Area Community 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@keokukfoundation.org or call the Keokuk Area Community Foundation at 319.795.1407

#### 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 Keokuk Area Community Foundation uses your IP address to help diagnose problems with our server, and to administer the Keokuk Area Community Foundation 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 Keokuk Area Community Foundation 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 Keokuk Area Community Foundation may also collect certain demographic information about visitors to www.keokukfoundation.org through the use of cookies. The Keokuk Area Community Foundation only uses this data to improve the overall www.keokukfoundation.org website and for internal business purposes.

#### SITE/MEMBERSHIP REGISTRATION FORMS

The Keokuk Area Community 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 Keokuk Area Community Foundation's may use customer contact information from the registration forms to send the user information about the Keokuk Area Community 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.keokukfoundation.org contains links to other external websites that do not fall under the cof.org domain. www.keokukfoundation.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.

**KACF** Privacy Policy

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

www.keokukfoundation.org uses an order form for customers to request information, products and services. The Keokuk Area Community 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 Keokuk Area Community 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.keokukfoundation.org online surveys ask respondents for contact information (such as e-mail address) and demographic information (such as zip code and age). The Keokuk Area Community Foundation also may use contact data from its surveys to send information about the Keokuk Area Community Foundation.

#### PUBLIC FORUMS

This site makes 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 Keokuk Area Community Foundation tries to protect your personal information when you are using these public forums, the Keokuk Area Community Foundation cannot ensure or warrant the security of any information you transmit to the Keokuk Area Community Foundation 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 Keokuk Area Community Foundation's control.

## Privacy Policy

EXECUTED BY THE KEOKUK AREA COMMUNITY FOUNDATION July 7 2016 DAY MONTH YEAR David Morgan Chair/ Kenry Klepfer, Vice Chair 4 andrey Audrey Alexander Secretary Ann Menke

Treasurer