



PRIVACY POLICY

OUR COMMITMENT TO PRIVACY

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our home page and at every point where personally identifiable information may be requested. Please note that this policy is subject to change.

The Northern Indiana Community Foundation, Inc. maintains information on volunteers, donors, fundholders, prospects, professional advisors, grantees and nonprofit colleagues for the purpose of keeping and providing accurate financial records and disseminating information about the Foundation. Information is gathered from conversations, publications, correspondence, telephone calls, emails or third party sources.

It is our policy to maintain the confidentiality of sensitive donor or prospect information. This information is maintained in a password-protected database. Access to the database is limited to authorized users. Our server is protected by a firewall and other security measures to maintain the security and integrity of that information.

Social security numbers of donors, fundholders, certain grantees and staff are maintained in the password-protected database or in a locked file cabinet with access restricted to authorized personnel only, and social security numbers are redacted from any paper files in the office that are not maintained under lock and key.

We do not share information about our donors with anyone outside our organization unless the donor has given us permission. This includes the donor's professional advisor(s) and/or family members. We will honor a donor's wish for anonymity in their grant-making or in setting up a charitable fund.

Board and committee members are often listed in our marketing materials, such as an annual report.

DIGITAL PRIVACY

The Information We Collect

This notice applies to all information collected or submitted on the Northern Indiana Community Foundation (NICF) web site and email marketing service. On some pages, you can donate to the foundation, register for events, or sign up for our electronic newsletter. Following are the types of personal information collected at these pages:

Name
Organization
Address

E-mail address
Phone number
Phone/fax numbers
Credit/Debit Card Information
[etc.]

When you use the public areas of our web site, you are doing so anonymously.

The Way We Use Information

1. We do collect aggregate use information, such as the number of hits per page, for internal and marketing use only; we do not provide your personally identifying information to the public.
2. We use the information you provide about yourself when conducting a transaction to complete that transaction only. We do not share this information with outside parties except to the extent necessary to complete your request.
3. We use return e-mail addresses to answer the e-mail we receive.
4. Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

E-Mail Privacy

Your e-mail address will only be used within the NICF. The NICF 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@nicf.org or call 1-877-432-6423.

Use of IP Addresses and Cookies

Northern Indiana Community Foundation may set and access cookies to improve our level of service to our visitors. Cookies are lines of text that are transmitted to your web browser when you click on a site. Your browser stores the information on your hard drive and when you return to that site later, the cookie is transmitted back to the server that originally sent it to you. Cookies provide a way for a server to recall a previous request or registration or to keep track of a transaction in progress so that information does not have to be repeated. You can set your web browser to alert you when you are about to receive a cookie, and at that time you will have to option of refusing the cookie.

Our Commitment to Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Opt-Out

You may ask us to delete any information about you at any time by contacting us at info@nicf.org.

How to Contact Us

Should you have other questions or concerns about these privacy policies, please call us at 574.223.2227 or 877.432.6423 or write to info@nicf.org.

Please note that this policy is subject to change at any time. Revisions will be effective as of the time they are posted on nicf.org.

Approved by the Northern Indiana Community Foundation, Inc. Board of Directors April 20, 2016.