

FOUNDATION BOARD POLICY

Adopted: 2/15/12

PRIVACY POLICY

The West Linn-Wilsonville Education Foundation ("WLWV Education Foundation") maintains strict contact information privacy policies. We take great care to ensure that your information is not compromised by unauthorized persons.

The WLWV Education Foundation does not sell, exchange or rent your personal information to any organization or individual. We will not divulge personal information to any other organization or individual other than those that are necessary to transact, fulfill and or account for donations.

The WLWV Education Foundation conducts an annual fundraising phone-a-thon in which we will call you about making a donation to the Foundation. We will also use your phone number if we need to verify information or occasionally to thank you for your contribution, ask for your opinion or invite you to a special event.

When you make a donation and/or volunteer, the WLWV Education Foundation may ask you for your name, address, e-mail address, telephone number, fax number as well as other relevant information (name of children attending WLWV district schools).

When you visit the WLWV Education Foundation's website, we also collect some nonidentifying basic information. This includes total number of visitors, pages viewed, type of browser you are using (e.g., Netscape, Internet Explorer, Google Chrome), type of operating system you are using (e.g. Mac OS or Windows), domain name of your Internet service provider (e.g., Century Link, Comcast, America Online, Earthlink) and frequently used search words.

The WLWV Education Foundation uses non-identifying basic information (aggregate data) to analyze site usage and to improve the content and design of the site. On occasion, the WLWV Education Foundation may share aggregate data with sponsors, partners and other third-party vendors to encourage fund-raising.

The WLWV Education Foundation uses personally identifiable information you provide about yourself a) to process your donation, verify your credit card and send you a tax-deductible receipt; b) to confirm a donation or order; c) to thank you; d) to send you additional information that we believe will interest you; e) to protect the security or integrity of the site; f) to protect against a threat of safety or destruction of property; and g) to protect against legal liability. We list donors who contribute in our promotional materials, unless you ask that your gift be anonymous.

The WLWV Education Foundation may disclose to third parties aggregate statistics about donations, (e.g., total number of donors, total amount of donations for specific periods, and average gift size). These statistics will not include any personally identifying information.

The WLWV Education Foundation will not use personal information in any way other than described in this policy. The WLWV Education Foundation requires its board members, agents and contractors who have access to personal information to protect information consistent with this Privacy Policy.



If you prefer not to receive any mail or e-mail correspondence from us, please send us your request in writing to be removed from mailing lists with your full name, address, phone number and e-mail address. Send your request to <u>info@wlwvfoundation.org</u> or the WLWV Education Foundation, 1980 Willamette Falls Dr. #120-117, West Linn, OR 97068. To help us process your request, tell us how you participate (volunteer or donor.)

The security measures we take may not prevent all loss, misuse or alteration of information on the site. The WLWV Education Foundation is not responsible for any damages or liabilities relating to such security failures. It is understood that unauthorized third parties may access data and communications, including e-mail, when communicated via the Internet. Because the WLWV Education Foundation's website includes links to other websites, the WLWV Education Foundation cannot ensure the privacy practices of other such sites.

How to contact the WLWV Education Foundation

You may contact the WLWV Education Foundation with questions or comments about our Privacy Policy or to update any personally identifiable information at <u>info@wlwvfoundation.org</u> or WLWV Education Foundation, 1980 Willamette Falls Dr. #120-117, West Linn, OR 97068.