#### PRIVACY POLICY

The Eastern West Virginia Community Foundation (hereafter the "Foundation") has created this privacy statement in order to demonstrate its firm commitment to the privacy of donors and website users. The following paragraphs describe the Foundation's information gathering and dissemination practices.

This privacy policy shall be posted on the Foundation's website, with mailing, email, and phone contacts for any who seek additional information or help.

The following topics describe how the Foundation uses information voluntarily submitted by its donors and other visitors to EWVCF.org.

The Foundation does not collect information from its scholarship recipients using any online system.

#### 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@EWVCF.org or call the Foundation at (304) 264-0353.

## **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 Foundation uses your IP address to help diagnose problems with our server, and to administer the 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 Foundation uses cookies to maintain user session identity.

The Foundation may also collect certain demographic information about visitors to EWVCF.org through the use of cookies. The Foundation only uses this data to improve the overall EWVCF.org website and for internal business purposes.

#### SITE/ REGISTRATION FORMS

The Foundation's website forms require users to give us contact information (such as name and e-mail address) 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.

### **EXTERNAL LINKS**

EWVCF.org contains links to other external websites that do not fall under the EWVCF.org domain. EWVCF.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 REGISTRATION/PUBLICATIONS SALES/FOUNDATION NEWS & COMMENTARY SUBSCRIPTIONS

EWVCF.org uses forms for users to request information and services. The Foundation collects visitor's contact information (such as e-mail address). Contact information from the form is used to process gifts and to send information about the Foundation. This information is transmitted via a secure e-mail.

#### **SURVEYS**

EWVCF.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.

#### **PUBLIC FORUMS**

Although the Foundation may set up public forums, the Foundation tries to protect your personal information when you are using these public forums, the Foundation cannot ensure or warrant the security of any information you transmit to the Foundation in the course of using any one or more of these areas, and you do so at your own risk.