



GREATER SALINA

community
foundation

PRIVACY POLICY

The Greater Salina Community Foundation ("Foundation") is committed to your right to privacy and uses your personal data strictly to perform Foundation business. This policy outlines what types of personal data is collected through the Foundation and how it is used.

Types of Data Collected

Personally Identifiable Information

Personally Identifiable Information (PII) is any data that could potentially identify a specific individual, including, but not limited to:

- Name
- Title
- Job Title
- Employer Name
- Postal Address
- Telephone Number
- Email Address

If you submit any PII relating to other people to us, you represent those people on their behalf and agree that you have the permission to do so.

This information may be collected by the Foundation online through its website, <http://www.gscf.org> when you submit a contact form, register for a webinar or event, subscribe to our email newsletter, or download content.

The Foundation may also collect PII from you offline in situations such as Foundation events, phone calls with staff, Foundation surveys, or making a donation in person or via mail.

The Foundation does not share any PII submitted on our website or offline with third parties. Personally Identifiable Information may also be submitted online when applying for Foundation grants and scholarships, when using the online donor portal, or making online donations.

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Previous revision date:	Mar 2023	Endorsed by:	Governance Committee
Original policy date:	April 2021	Policy title:	Privacy Policy

These actions are all done through a third party contracted by the Foundation to provide those services and are governed by a separate privacy policy. Please see the "External Links" section of this policy for more information.

Cookies

A cookie is a small text file containing a unique identification number that is transferred from a website to the hard drive of your computer allowing the website to identify you and track your activities on our site.

Cookies enable the Foundation to track and target the interests of our users to simplify and enhance the experience on its website. Once the user closes their browser, the cookie information is no longer available through the Foundation's server. You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether to accept it. If a user rejects the cookie, they may still use the Foundation website.

IP Addresses

An IP Address is a number that is automatically assigned to the computer you are using by your Internet Service Provider (ISP). An IP Address may be identified and logged automatically in our server log files whenever you access this website, along with the time of the visit and the page(s) that you visited. Collecting IP Addresses is standard practice and is done automatically by many websites, applications, and other services. An IP Address does not enable the Foundation to access personally identifying information, such as email addresses.

External Links

The Greater Salina Community Foundation's website <http://www.gscf.org> contains links to other sites. Please be aware that the Foundation is not responsible for the privacy practices of such other sites. This privacy statement applies solely to information collected through our website.

The Foundation encourages its users to be aware when they leave the Foundation's site, to read the privacy statements of every website that collects Personally Identifiable Information (PII).

Grant and Scholarship Applications

We currently contract with Foundant Technologies to process our grant and scholarship application process. Any PII provided in the applications are governed by Foundant Technologies' privacy policy, which may be viewed at <https://www.foundant.com/privacy-policy/>.

Online Donor Portal

We currently contract with Foundant Technologies for our online donor portal. The donor portal enables Foundation fundholders to monitor fund activity and request funds if

applicable. Any PII that is collected on this site is governed by Foundant Technologies' privacy policy, which may be viewed at <https://www.foundant.com/privacy-policy/>.

Online Donations

The Foundation currently contracts with Stripe to provide credit card processing services to enable you to make online donations. In connection with the processing of such donations, the Foundation does not retain your credit card numbers. Rather, your credit card numbers and necessary billing information are provided to Stripe, whose use of your PII is governed by their privacy policy, which may be viewed at <https://stripe.com/privacy>. For your protection, you should never place your credit card details in unencrypted emails.

The Foundation may also collect your credit card information through a donation form at a Foundation event to assist you in making an online donation. After the online transaction is made, the donation form is immediately shredded, and your credit card information is no longer retained by the Foundation.

Use of Data

The Foundation uses the collected data for various Foundation related purposes:

- To accept and process donations
- To process grants and scholarships
- To provide customer support
- To provide updates about the Foundation, including but not limited to newsletters, annual reports, and invitations to Foundation events
- To maintain and improve our website
- To monitor the usage of our website
- To detect, prevent and address technical issues

Disclosure of Data

Disclosure for Law Enforcement

Under certain circumstances, the Foundation may be required to disclose your Personally Identifiable Information (PII) if required to do so by law or in response to valid requests by public authorities (e.g. a court of a government agency).

Legal Requirements

The Foundation may also disclose your PII in the good faith belief that such action is necessary to:

- Comply with a legal obligation
- Protect and defend the rights or property of the Foundation
- Prevent or Investigate possible wrongdoing in connection with our website

- Protect the personal safety of users of the website or the public
- Protect against legal liability

Security of Data

The Foundation implements appropriate technical and organizational measures designed to assist in maintaining the security and confidentiality of personal data; safeguarding against anticipated threats to the confidentiality, integrity, and availability of personal data; and protecting your personal data against accidental or unlawful destruction, loss, alteration, and unauthorized disclosure or access.

However, whenever personal data is processed, there is a risk that such data could be lost, misused, modified, hacked, breached, and/or otherwise accessed by an unauthorized third party. No system or online transmission of data is completely secure. In addition to the technical and organizational measures that the Foundation has in place to protect your person data, you should use the appropriate security measures to protect your personal data. If you believe your account or any information you provided to us no longer secure, notify us immediately at 785-823-1800 or Foundationservices@gscf.org.

Selling Data to Third Parties

The Foundation does not sell data to third parties or share it in any way that is different from what is described in this Privacy Policy.

Service Providers

The Foundation may employ third party companies and individuals to facilitate our website and other online Foundation functions as describe in the "External Links" section of this policy. These third parties have access to personally identifiable information to perform these tasks on our behalf and are obligated to not disclose or use it for any other purpose.

Children's Privacy

Children under 13 may qualify for various Foundation grants and scholarships in which they are asked to submit Personally Identifying Information (PII) through a third party service provider (see "External Links" section). The Foundation complies with the Children's Online Privacy Protection Act (COPPA), and all applications submitted for a child under the age of 13 must be submitted by the parent or legal guardian. If we learn that we have collected or received any children's data without the parental consent required by any applicable law, we will take steps to delete that information as soon as possible.

Changes to This Privacy Policy

The Foundation may update its Privacy Policy from time to time. Any changes will be posted to our website.