



Inland Empire Community Foundation has created this privacy statement in order to demonstrate its commitment to the privacy of **Inland Empire Community Foundation** constituents, including donors and website users. The following paragraphs describe **Inland Empire Community Foundation's** information gathering and dissemination practices. The privacy statement may change at any time and any changes will be posted on www.iegives.org.

If you have any questions about this policy or our use of your personal information, please contact us by email at info@iegives.org.

The following topics describe how **Inland Empire Community Foundation** uses information voluntarily submitted by its donors and other visitors to this site www.iegives.org

E-MAIL PRIVACY

Your e-mail address will only be used within **Inland Empire Community Foundation**. **Inland Empire 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@iegives.org or call us at 951.241.7777.

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. **Inland Empire Community Foundation** uses your IP address to help diagnose problems with our server, and to administer **Inland Empire Community Foundation** website.

SITE FORMS

Inland Empire 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. **Inland Empire Community Foundation** may use customer contact information from the registration forms to send the user information about **Inland Empire Community Foundation**. The customer's contact information is also used to contact the visitor when necessary.

EXTERNAL LINKS

iegives.org contains links to other external websites that do not fall under the cof.org

domain. legives.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.

CREDIT CARD TRANSACTIONS

Inland Empire Community Foundation uses carefully selected service providers to process credit card transactions on our behalf. When you provide personal information to process an online donation, your information goes directly from your computer to a server operated by our service provider. Your credit card information is used only to process a “one time” transaction and the provider is bound by contract to treat all of your personal information as confidential. Our credit card service provider provides us with information regarding each completed transaction such as name, address, etc. so that we may record the transaction in our records and provide the donor with a thank you/tax acknowledgement letter but does not share the credit card information with us so that it cannot be processed again.

SECURITY

This site has security measures in place to protect the loss, misuse and alteration of the information under **Inland Empire Community Foundation’s** control.

The following topics describe how **Inland Empire Community Foundation** uses information voluntarily submitted by or pertaining to minors.

PROTECTION OF INFORMATION RELATED TO MINORS

Inland Empire Community Foundation does not collect information from minors online. Information related to minors is collected from those who complete paper scholarship applications and from those involved in the Youth Grantmakers program.

Scholarships

The Youth Initiatives Manager receives all completed applications, which are filled in a locked cabinet upon receipt. When warranted, copies of applications are made and are hand-delivered or distributed to scholarship reviewers via US Mail. Scholarship reviewers are required to shred the copies of the applications are kept in locked cabinets until they can be shredded per **Inland Empire Community Foundation** Document Retention and Destruction Policy. Access to the applications is limited to the Youth Initiatives Manager and the SVP of Grants and Community Impact.

Youth Grantmakers (YG) Documents

Application forms and other pertinent documents, including but not limited to: waivers, permission slips, medical and media releases, completed by minors participating in the Youth Grantmakers program are filled in locked cabinets upon receipt. Access to the documents is limited to the YG Advisor, the SVP of Grants and Community Impact, and the SVP of Finance and Stewardship.