

Indiana United Methodist Children's Home Foundation, Inc. Donor Privacy Policy

Indiana United Methodist Children's Home Foundation, Inc. (the "Foundation," "we," "us," or "our") values the privacy of Personal Information about our donors and donor prospects and takes every precaution possible to safeguard their Personal Information (defined below) provided to us in person, by phone, or electronically through email or the Foundation website (the "Website"). We value our donors' trust and recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. As a donor submitting Personal Information to us or any of our staff, you consent to the terms of this Donor Privacy Policy (the "Policy") and to our processing and use of Personal Information to advance the mission of the Foundation as stated below.

We respect the requests of our donors who choose to remain anonymous. The Foundation is also committed to protecting your Personal Information. We do not sell or exchange mailing lists including your information.

Types of Information Collected

We collect and maintain the following types of information about our donors:

- 1) "Personal Information" includes information that identifies you personally, such as your first and last name or first initial and last name, address, telephone number, birth date, marital status, email address, credit card number or financial account number or debit card number. Personal Information does not include any information that is lawfully obtained from publicly available information or from federal, state or local government records lawfully made available to the general public.
- 2) Non-personal information that does not personally identify you, including information that is anonymized, aggregated, or publicly available when not combined with non-publicly available information about you.
- 3) Information about your equipment, browsing actions, and patterns, including information automatically collected through technical methods such as:
 - a. Cookies (or browser cookies). A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select the setting you may be unable to access certain parts of our Website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Website.
 - b. Flash Cookies. Certain features of our Website may use local stored objects to collect and store information about your preferences and navigation to, from, and on our Website. Flash cookies are not managed by the same browser settings as are used for browser cookies.
 - c. Session Cookies. We use a session cookie to ensure that your session remains secure by maintaining an identifier unique to your session. The session cookie self-terminates after you close your browser. Persistent cookies are only used if you choose to have your login and password information maintained for future connections. The default setting is set to not store login and password information.
 - d. Web Beacons. Pages of our Website may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit us, for example, to count users who have visited those pages and for other related Website statistics (for example, recording popularity of certain Website content and verifying system and server integrity).

How Information is Collected

The Foundation collects and maintains Personal Information when you:

- 1) Contact us by phone, mail, or email, in person, or via our Website;
- 2) Register for an event;
- 3) Make a contribution, including without limitation, either on our Website, at a special event, over the phone, by mailing in a check, or making an in-kind gift;
- 4) Navigate through our Website; and/or

From time to time, we may collect Personal Information from you in ways not described above, subject to your express approval. We may collect other information from you, and will inform you of such collection if it differs from this Policy.

Confidentiality

All information about any financial and non-financial transactions between you and the Foundation is considered highly confidential and we employ appropriate security measures designed to protect it. While the information is kept confidential, it is shared with our board members, staff, volunteers, consultants, vendors, and professionals on a need-to-know basis and in compliance with all laws, regulations, court orders, or other governmental requests.

Use and Disclosure of Personal Information

- We do not share or sell your Personal Information with third parties or exchange lists with third parties.
- We will not send you mailings or other communications on behalf of other organizations.
- We will collect and maintain Personal Information to establish a relationship with you about the Foundation, including our programs, special events, and funding needs.
- We will collect payment information, billing address and other information necessary to process a donation or event registration.
- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us.
- We may publish your gift information and name in general terms in donor reports to recognize your dedication to our mission and to inspire others to give. However, all solicitation forms and donation forms give you an opportunity to check a box and indicate your desire for your gift to remain anonymous. At any time that you wish for your giving to be anonymous, please contact our office.
- You have the option to opt out of mailed gift solicitations and communications at any time by contacting our office.
- You have the option to review Personal Information that we have collected about you at any time by contacting our office with a written request.
- You have the option to opt out of email communications at any time either by selecting "unsubscribe" at the bottom of any email received from the Foundation or by contacting our office.

We use industry standard safeguards to protect your Personal Information against the unauthorized access, use, alteration, or destruction of your Personal Information. We will not disclosure or sell your Personal Information with any other entity for third-party fundraising or marketing purposes, except as provided in this Policy or as

expressly consented to by you. To opt out, you may contact us as described in the "Contact Us" section below. To the extent that a third-party service provider is used to process any donations, the provider is bound by strict confidentiality rules, and your information will only be used to the extent necessary to process the donation.

For example, we may share your data with our third-party service providers for developing and delivering marketing materials and/or email campaigns. We may also share your data with our third-party service providers to provide us with analytics for our Website, including giving patterns and Website visits.

Communications

The Foundation will from time to time communicate with you, including by phone, text, email, and direct mail, concerning our charitable activities, events, and requests for future support. To opt out of receiving these communications, you may contact us as described in the "Contact Us" section below or by clicking on the "unsubscribe" link in any email communications.

Accessing and Correcting Your Personal Information

You can review and request changes to the Personal Information that we have collected about you by contacting us as described in the "Contact Us" section below. However, please be aware that we may not accommodate a change request that would impact record retention or other operational requirements like remembering email opt-out preferences, violate any law or legal requirement, or cause the information to be incorrect. Deleting your Personal Information may also require deleting your user account (if any).

Changes to the Donor Privacy Policy

This Policy is current as of the date at the bottom of this Policy. We reserve the right to amend this Policy from time to time. We may notify you of any material changes to the Policy by email to the email address specified in your account and/or through a notice on the Website home page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our Website and this Policy to check for any changes.

Contact Us

To opt out of receiving communications from the Foundation, to review the Personal Information that we have collected about you, to opt out of the sale or sharing of the Personal Information as described in "Use and Disclosure of Personal Information," or to ask any other questions regarding this Policy, please contact us at the below address, email, or telephone number.

**Please contact the Foundation office by:
calling 317-775-0606 or via email at info@iumchf.org
or mail at 9333 N Meridian St., Suite 222, Indianapolis IN 46260**