



## PRIVACY POLICY

Amended by the Board of Trustees September 17, 2018

### **PURPOSE**

The Privacy Policy of Chatham Education Foundation is to protect the privacy of our donors and website visitors. Please read this policy to understand what personal information we collect, why we collect it, and how we use the information we collect.

### **POLICY**

#### Information Collection and Use

You can visit the Chatham Education Foundation website (site) without telling us who you are or providing any information about yourself. When you visit our website or respond to an email from us, we collect some non-identifying basic information that includes the total number of visitors, pages viewed, and other non-identifying information available from our web hosting company. We use this aggregate information to improve our site and to make your experience on our website as seamless as possible.

Generally, Chatham Education Foundation requests identifying information when you:

- Seek further information
- Make a donation
- Register for an event
- Apply for any Grant or Scholarship
- Subscribe to news updates and/or newsletter

For instances where identifying information is requested, Chatham Education Foundation will ask for your name, address, e-mail address, phone number and other appropriate information needed to provide you with these services.

When you make a donation on-line, we obtain your name, address, phone, e-mail address, and credit card information. We use your credit card information to process your donation(s) and to verify the credit card data only. We do not store your credit card number. We will use your email address and/or mailing address to send you confirmation of receipt of donation and your tax-deductible receipt.

If you choose to give us personal information for any of the purposes above, this information is retained by CEF and will only be used by CEF to support your relationship with us. We may on some occasions use information we collect to inform you of upcoming publications, events or other marketing materials that would serve your interest. In all instances, if you receive an electronic newsletter or other e-mail from us, you will always be able to "unsubscribe" to these mailings at any time.

CEF exercises special caution to protect the identity of donors who wish to remain anonymous. The names of anonymous donors, as well as other identifying information, are withheld on gift reports and other public documents. Otherwise, donor names (only) may be listed on our website or in CEF community newsletters in order to properly recognize the donor and to encourage others to support the organization.

### Information Sharing

We do not share your personal information with any third party except to provide you with services and process donations. It is our policy not to sell, trade, or rent your personal information to anyone.

Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law when we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or a legal process served on our Organization.

### Links to Other Sites

Our website may contain links to other organizations and websites, and we do not control the use of data collection on external websites. We encourage you to read their privacy statements and terms of use. This policy statement governs only our CEF website - [chathamedfoundation.org](http://chathamedfoundation.org).

### Security

Although Chatham Education Foundation takes reasonable measures to prevent unauthorized access to and maintain the accuracy of your data and information, no information transferred over the Internet is 100% secure. CEF cannot guarantee the total security of information transmitted to us.

### Modifications

This privacy policy shall be reviewed annually by the Executive Committee. We may amend this privacy policy from time to time and post updates on our website. Your continued use of our website after the date that such notices are posted will be deemed to be your agreement to the changed terms.

### Contacting Us

If you have any questions about our privacy policy and/or the practices of our web site, you can write to:

Chatham Education Foundation  
P.O. Box 81  
Chatham, NJ 07928  
[info@chathamedfoundation.org](mailto:info@chathamedfoundation.org)