



POLICY 6: PRIVACY

The Three Lakes Community Foundation (TLCF) has created this privacy policy to demonstrate its firm commitment to the privacy of TLCF donors and website users. This policy describes TLCF information gathering and dissemination practices. The privacy policy may change at any time; any changes to the policy will also be posted on the TLCF website.

I. DONOR CONTACT AND INFORMATION PRIVACY

Donor contact information is used only for TLCF business and communications.

- A. **Sharing with Partner Organizations:** When donors contribute to collaborative projects or campaigns benefiting specific local nonprofits, the TLCF may share donor contact information with those partner organizations for purposes directly related to the project. Donors will be informed when their gift supports a collaborative effort where information sharing may occur.
- B. **General Non-Disclosure:** The TLCF does not sell, rent, or share donor information with third parties for marketing or commercial purposes.
- C. **Anonymity:** Donors have the right to remain anonymous. Donor names and contribution amounts will remain confidential if the donor requests anonymity.

II. DATA RETENTION

The TLCF retains donor and contact information for as long as necessary to fulfill its mission and meet legal/tax requirements.

Individuals may request removal from the TLCF's contact list at any time by contacting giving@threelakescommunityfoundation.org.

Scholarship application materials are retained for five years for recordkeeping purposes, then securely destroyed.

III. E-MAIL PRIVACY

E-mail addresses will only be used within the TLCF. The TLCF does not share, sell or rent e-mail addresses with anyone outside the organization. If you do not wish to

receive e-mail correspondence, please e-mail your request to giving@threelakescommunityfoundation.org.

IV. USE OF WEBSITE ANALYTICS

The TLCF uses Google Analytics to understand how visitors use our website and to improve site functionality. This service may collect:

- A. IP addresses
- B. Browser type and device information
- C. Pages visited and time spent on site
- D. General geographic location (city/region level)

This data is used solely to improve website performance and user experience. No personally identifiable information is collected through analytics unless voluntarily provided by the user (such as through a contact form or scholarship application).

Visitors may opt out of Google Analytics tracking by using browser privacy settings or Google's opt-out browser add-on.

V. SITE/MEMBERSHIP REGISTRATION FORMS

The TLCF's website registration forms require users to give us contact information (such as name and e-mail address), method of payment, and demographic information. The TLCF may use contact information from the registration forms to send the user information about the TLCF. The contact information is also used to contact the visitor when necessary. The TLCF does not collect information from minors.

VI. EXTERNAL LINKS

The website threelakescommunityfoundation.org may contain links to other external websites that do not fall under the TLCF domain. The TLCF is not responsible for the privacy practices or the content of such external websites. If users choose to follow such links to external websites, they do so at their own risk.

VII. SURVEYS

The TLCF may, from time to time, use online surveys which ask respondents for contact information (such as e-mail address) and demographic information (such as zip code and age). The TLCF also may use contact data from its surveys to send information about the Foundation.

VIII. SECURITY

The TLCF uses reasonable care to protect the loss, misuse and alteration of the information under the TLCF's control. No bank account or credit card information is stored or maintained by the TLCF.