



## **Donor/Mailing List Privacy Policy**

The Cedar Rapids Community Schools Foundation (CRCSF) places a high priority on protecting the privacy of its donors, interested parties, and alumni. This policy explains what types of information is collected and how this information is used.

### **What Personally Identifiable Information is Collected**

CRCSF donors, registered alumni, and/or all interested individuals who sign up to receive e-communications voluntarily provide contact information (such as name, address, phone and/or e-mail address) and are tracked via the CRCSF database. The CRCSF may use this information for specific, limited purposes described below. Individuals may always "opt out" at any time by using a direct e-link or contacting the CRCSF directly.

### **How Your Information May Be Used**

The CRCSF may use its database of personal information to provide individual(s) with personalized service; to send e-mail alerts/newsletters regarding CRCSF programs and funds; to answer requests; to process donations; to solicit funds, etc.

### **Email Privacy**

The CRCSF does not provide, sell, or rent email addresses or other personal/contact information to anyone outside CRCSF. Fiscal agents or representatives of designated funds of the CRCSF in good standing are allowed access to their donor lists at any time, and may communicate via CRCSF controlled media to donors within the CRCSF database who may have an interest in their funds or programs.

### **Modifications**

The CRCSF reserves the right to amend this privacy policy by electronic notice posted on its website ([www.crcsf.com](http://www.crcsf.com)).

*Ratified by the CRCSF Board of Trustees, October 2016.*