



## PRIVACY POLICY AND WEBSITE TERMS OF USE

The Community Foundation of Northern Illinois (“Foundation”) has created this privacy statement in order to demonstrate its firm commitment to the privacy of Foundation donors and website users. The following paragraphs describe the Foundation’s information gathering and dissemination practices. The privacy statement may change at any time; any changes will be posted on this page.

The following topics describe how the Foundation uses information voluntarily submitted by its donors and other visitors to this site, [www.cfnil.org](http://www.cfnil.org).

### E-MAIL PRIVACY

Your e-mail address will only be used within the Foundation. The 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 contact the Foundation.

### 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. The Foundation uses your IP address to help diagnose problems with our server, and to administer the Foundation’s website.

"Cookies" are small pieces of information that are stored by your browser on your computer's hard drive that help your computer talk to our computer. Most Web browsers automatically accept cookies, but if you prefer, you can edit your browser options to block them in the future. The Foundation uses cookies to maintain user session identity, and, in some non-member areas, to store your username and password locally for ease of access.

The Foundation may also collect certain demographic information about visitors to [www.cfnil.org](http://www.cfnil.org) through the use of cookies. The Foundation only uses this data to improve the website and for internal business purposes.

### SITE/MEMBERSHIP REGISTRATION FORMS

The Foundation’s website registration forms require users to give us contact information (such as name and e-mail address and demographic information). The Foundation may use contact information from the registration forms to send the user information about the Foundation. The customer's contact information is also used to contact the visitor when necessary. Information regarding method of payment may be collected for member enrollment, registration, and to process orders for products and services.

### EXTERNAL LINKS

The Foundation’s site contains links to external websites. The Foundation’s website 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.



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## E-COMMERCE FOR CONFERENCE REGISTRATION/PUBLICATIONS SALES/FOUNDATION NEWS & COMMENTARY SUBSCRIPTIONS

The Foundation’s website may use an order form for customers to request information, products, and services. The Foundation collects visitor's contact information (such as e-mail address) and method of payment. Contact information from an order form may be used to process orders and to send information about the Foundation. User payment information that is collected is used to check the users' qualifications and bill the user for products and services. This information is transmitted via a secure e-mail.

## SURVEYS

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

## SECURITY

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

Adopted by the Board August 18, 2018

Reviewed by Board Secretary:

Jon Bates

## REVISION RECORD:

REVISION	DESCRIPTION	REVISION DATE
01	Removed contact information in the introduction and E-mail Privacy sections.	08/15/2018

## REVIEW RECORD:

REVIEW DATE