



## Privacy Policy

Effective: August 26, 2019

Your privacy is important to the Chaffee County Community Foundation (“the Community Foundation” or “we”). We developed this Privacy Policy to provide you with information on the types of personal data\* we may collect or receive from you when you visit our websites (*chaffeecommunity.org*, *chaffeecountycommunityfoundation.com*, *chaffeecountycommunityfoundation.org*, *chaffeefoundation.com*), each referred to herein as a “Site”), when we request or receive personal data via email (“Email”), and when you complete any form or document for us that includes a link or reference to this Privacy Policy (“Community Foundation Form”). This Privacy Policy also discloses how we may use, maintain, disclose and protect your personal data when you visit our Site or provide personal data to us via Email or Community Foundation Form and when you use any of our offerings provided through our Site. This Privacy Policy applies to personal data collected or received on each Site on which it is posted, through Email or via the Community Foundation Form.

\*“Personal data” is information relating to an identified or identifiable natural person.

### CATEGORIES OF PERSONAL DATA PROCESSED BY THE COMMUNITY FOUNDATION

- **Personal data that is used when you interact with us through our Site, Email or Community Foundation Form:** When you contact and interact with us through our Site, Email or Community Foundation Form, we may collect and use personal data, which may include your name, phone number, physical address, mailing address, and email address, for the purpose of communicating with you. With your consent, our service representatives or the service representatives of our third-party service providers (“Service Providers”) may log in to your account to help troubleshoot and resolve any issues you are experiencing with your account.

#### Purposes and Legal Grounds:

- We use this information to provide you with requested information and services and to monitor the quality and types of Community Foundation support and services we provide. The legal ground for processing this information for these purposes is the Community Foundation’s legitimate interest in providing quality Community Foundation services. The legal ground for logging into your account to help troubleshoot and resolve your issue, if appropriate, is your consent, which you may withdraw at any time.
- **Personal data that is used when you create an account or purchase, request, or seek access to a Community Foundation service or other offering through our Site, a Service Provider’s website, Email, Community Foundation Form or directly from Community Foundation staff:** When you conduct any of these activities, we or our Service Providers may request you to provide personal data, including your email address, mailing address, phone number, name, username, and password. Depending on the service or offering you are seeking to access, other types of personal data that may be requested include date of birth, gender, household members, financial and taxpayer ID data (for vendors, nonprofits and grantees) and grant areas(s) of interest. Additionally, when you use a credit card to purchase Giving Cards, purchase access to a ticketed event or contribute to a fund, we use an electronic payment vendor to process electronic payments using your credit card data, as further described in the Third-Party Recipients of Personal Data section of this Policy.

#### Purposes and Legal Grounds:

- The Community Foundation and our Service Providers use your email address or user name and password for the purpose of enabling you to log in to your account. The legal ground for using your

email address or user name and password for this purpose is the legitimate interest of the Community Foundation and its Service Providers in enabling users to securely log in to their accounts.

- The Community Foundation and our Service Providers also use the personal data described above for the purpose of processing your forms and applications, giving you access to requested Community Foundation information and services, and providing you with support for requested services. The legal ground for processing this information for these purposes is either the Community Foundation's legitimate interest in providing quality services and support, processing applications, requests and orders, or, if requested, your consent, which can be withdrawn at any time.
- The Community Foundation also processes your personal data (such as your name, email address, mailing address) for the purpose of communicating with you concerning your Community Foundation services, offerings or account, such as material changes to this Privacy Policy and email confirmations for your online transactions. The name you provide is associated with your account profile. The legal ground for processing your personal data for these purposes is the Community Foundation's legitimate interest in providing you information about your Community Foundation services or offerings, as well as information about our Site, your account, or material changes to this Privacy Policy.
- If you purchase a Giving Card, purchase access to a ticketed event or contribute to a fund, the Community Foundation and/or Service Providers will collect personal identification data. The Community Foundation does not view or store your payment card information. Service Providers process your payment card information when you purchase a Giving Card or contribute to a fund. The legal ground for permitting Service Providers to store and process your payment card information is necessity for performance of a contract.
- **Personal data that is used in order to provide you with electronic marketing communications:** The Community Foundation may also use your email address and other contact data in order to send you marketing information concerning Community Foundation events, services and offerings. You will be provided with the opportunity to opt out of receiving such information at any time through the unsubscribe link provided at the bottom of such marketing emails. The electronic marketing communications you receive from the Community Foundation may be based on your location and your demographic data.

#### **Purposes and Legal Grounds:**

- The Community Foundation processes your contact information for the purpose of sending you information concerning Community Foundation events, services and offerings. If you reside in the European Union or another jurisdiction with similar legal requirements, the legal ground for processing your email address and other contact data for this purpose is either: (1) your specific consent, which you may withdraw at any time by emailing [admin@chaffeecommunity.org](mailto:admin@chaffeecommunity.org), or by clicking on the unsubscribe link at the bottom of our electronic marketing communications; or (2) our legitimate interest in sending you electronic marketing communications that you have not specifically opted out of receiving. The legal ground for processing your location and demographic data in connection with electronic marketing communications is the Community Foundation's legitimate interest in sending electronic marketing communications that are most likely to be of interest to a particular recipient.
- **Personal data that is used when you apply for a job through our Site and the website of our Service Provider:** When you apply for a job online through our Site, you will be directed to the website of our Service Provider, which will process your personal data for the purpose of permitting you to submit a job application.

#### **Purposes and Legal Grounds:**



- Your personal data (e.g., resume, name, contact information) is processed for the purpose of permitting you to submit your job application for a potential position at the Community Foundation. The legal ground for processing your personal data for this purpose is the Community Foundation’s legitimate interest in permitting job seekers to submit job applications.

## THIRD-PARTY RECIPIENTS OF PERSONAL DATA

- **Service Providers:** We may share personal data of Site users, donors, back-office clients (“Clients”), and scholarship, grant and aid applicants and recipients with Service Providers assisting us with collection, storage and back-up of data, website analytics, and other IT services. We also may share personal data with Service Providers assisting us with electronic marketing communications. Additionally, we use a Service Provider to assist us in processing job applications submitted to the Community Foundation.
- **Donor Representatives:** When you submit an application, such as a scholarship or grant application, we may share personal data from your application with donor representatives responsible for reviewing and making a decision on your application.
- **Electronic payment vendor:** We use an electronic payment vendor to process credit card data when you purchase a Giving Card or contribute to a fund.
- **Governmental entities and third parties:** We may disclose personal data about you to governmental entities, such as regulatory agencies, law enforcement, and judicial authorities, as well as other third parties under any of the following conditions: (a) if we have your valid consent to do so; (b) to comply with a valid subpoena, legal order, court order, warrant, legal process, or other legal obligation; (c) to enforce any of our terms, policies, or other agreements; or (d) as necessary to pursue available legal remedies or defend legal claims. We also may be required to disclose personal data in response to lawful requests by public authorities, including meeting national security or law enforcement requirements.

## COOKIES AND SIMILAR TECHNOLOGIES

- **Website Analytics:** As you navigate through and interact with our Site, we may, with assistance from Service Providers, automatically collect certain information about your computer hardware and software. This information can include: your IP address, browser type, domain names, access times and referring website addresses. The Community Foundation uses this information to administer our Site, track users’ movements around the Site, and gather information about our users. The technologies we use for the automatic data collection may include “cookies.” A cookie is a small piece of information stored by your browser on your computer’s hard drive.

If you do not want information to be collected through the use of these technologies, there is a simple procedure in most browsers that allows you to automatically decline many of these technologies, or to be given the choice of declining or accepting them. Certain cookies that are required to enable core site functionality cannot be disabled.

- **Legal Grounds:** The legal ground for processing this personal data is our legitimate interest in conducting analytics and understanding how our users interact with our Site, so that we can enhance user experience and the functionality of our Site.

## THIRD-PARTY LINKS



*Simple idea. Lasting impact.*

PO Box 492 Buena Vista, CO 81211 | (719) 204-5071 | [www.chaffeecommunity.org](http://www.chaffeecommunity.org)



Our Site provides links to other third-party Internet sites, such as Service Provider sites, as a service to you. We are not responsible for the privacy practices of such other third-party Internet sites. If you access such a site through our Site, you should always review any privacy notice that is available for that site.

## **CROSS-BORDER TRANSFERS OF PERSONAL DATA**

If you are located outside the United States, your personal data will be transferred to and stored on servers in the United States. The data protection and privacy laws of the United States and other countries may not be as comprehensive as the laws in your country. For example, personal data transferred to the United States may be subject to lawful access requests by federal and state authorities in the United States.

## **CHILDREN'S PRIVACY**

Our Site is generally not directed to any individuals under the age of 18 who reside outside of the United States. We request that individuals under the age of 18 who reside outside of the United States not provide personal data to the Community Foundation. Children in the United States who are under the age of 13 may provide personal data in connection with their scholarship searches and scholarship applications, which are available on [www.chaffeecommunity.org](http://www.chaffeecommunity.org) through our third-party Service Provider. If we learn that we have collected or received any children's data without the parental consent required by any applicable law, we will take steps to delete that information as soon as possible.

## **RETENTION OF PERSONAL DATA**

The Community Foundation will retain your personal data for the time period necessary to fulfill the purposes for which your personal data was originally collected or received and to meet the Community Foundation's legal obligations. If you reside in the European Union, please see the section below on "Your Rights" for information on the right to erasure.

## **INFORMATION SECURITY**

We implement appropriate technical and organizational measures designed to assist in maintaining the security and confidentiality of personal data; safeguarding against anticipated threats to the confidentiality, integrity and availability of personal data; and protecting your personal data against accidental or unlawful destruction, loss, alteration, and unauthorized disclosure or access.

However, whenever personal data is processed, there is a risk that such data could be lost, misused, modified, hacked, breached, and/or otherwise accessed by an unauthorized third party. No system or online transmission of data is completely secure. In addition to the technical and organizational measures that the Community Foundation has in place to protect your personal data, you should use appropriate security measures to protect your personal data. If you believe that your account or any information you provided to us is no longer secure, notify us immediately at [admin@chaffeecommunity.org](mailto:admin@chaffeecommunity.org).

## **YOUR RIGHTS**

If you reside in the European Union, you have the right under the General Data Protection Regulation (GDPR) to request from the Community Foundation access to and rectification or erasure of your personal data, data portability, restriction of processing of your personal data, and the right to lodge a complaint with a supervisory authority.



If you reside in the European Union, you also have the right under the GDPR to object to processing of your personal data for direct marketing purposes and to processing based on the Community Foundation's or a third party's legitimate interests.

For more information about these rights and when they are applicable, please visit the European Commission's "[My Rights](#)" page, which can be displayed in a number of languages.

If you reside outside of the European Union, you may have similar rights under your local laws.

To request to exercise any data subject rights, please contact the Community Foundation at [admin@chaffeecommunity.org](mailto:admin@chaffeecommunity.org).

## **COLORADO DATA PRIVACY LAW**

[Colorado House Bill 18-1128](#) created a new Colorado Data Privacy Law, in which, covered entities are required (among other provisions) to:

- Protect the Personal Identifying Information (PII) of Colorado residents by implementing and maintaining "reasonable security procedures and practices that are appropriate to the nature of the personal identifying information and the nature and size of the business and its operations."
- Ensure third-party service providers (such as donor system vendors) implement and maintain reasonable security procedures.
- Develop a written policy for the destruction and proper disposal of paper or electronic documents containing PII when the documents are no longer needed.

The Community Foundation is a covered entity and intends to be in compliance with the provisions of this law.

## **DATA CONTROLLER**

Personal data of donors, applicants, recipients, and other users collected by the Community Foundation through its Site, through Service Providers' websites, Email or Community Foundation Form is controlled by the Community Foundation, which is located at PO Box 492, Buena Vista, CO 81211 and which you can contact by email at [admin@chaffeecommunity.org](mailto:admin@chaffeecommunity.org). Personal data collected by the Community Foundation from its Clients is controlled by such Clients.

## **PRIVACY POLICY UPDATES**

We may update this Privacy Policy from time to time as we add new services or offerings, as we improve our current services and offerings, and as technologies and laws change. It is our policy to post any changes we make to our Privacy Policy on our Site. Any changes will become effective upon our posting of the revised Privacy Policy on the Site. The date this Privacy Policy became effective is identified at the top of this Privacy Policy. If we make material changes to how we treat the personal data that falls within the scope of this Privacy Policy, we will notify you by email or through a notice on the Site.

## **HOW TO CONTACT US**

If you have questions, complaints or any need for assistance relating to your personal data, you may contact us via email at [admin@chaffeecommunity.org](mailto:admin@chaffeecommunity.org) or by writing us at the following address: Chaffee County Community Foundation, PO Box 492, Buena Vista, CO 81211.



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