



**COMMUNITY
FOUNDATION**
of Northern Nevada

**COMMUNITY FOUNDATION OF NORTHERN NEVADA
PRIVACY OF INFORMATION POLICY**

I. Purpose

The Community Foundation of Northern Nevada (Community Foundation) is committed to protecting the privacy of its donors, Board of Trustees, staff and stakeholders.

In addition to this policy, the Foundation's Board of Trustees and Foundation staff are bound by the Foundation's Confidentiality Policy.

II. Collection of Personal Information

Through its daily activities related to fund administration and grantmaking, the Community Foundation gathers/has access to information that personally identifies individuals. That information is further protected by the Foundation's Confidentiality Policy. This information is gathered in order to maintain complete and accurate records for Community Foundation activities.

III. Use of Personal Information

The Community Foundation uses the information it gathers for the following purposes:

- a. To send occasional invitations to Community Foundation events
- b. To send occasional mailings, such as Annual Reports and newsletters
- c. To announce special events

IV. Control of Personal Information

As a matter of policy the Community Foundation does not sell or share personal information it gathers with third parties.

IV. Security of Personal Information

The Community Foundation is committed to protecting the security of personal information. We use a variety of security technologies and procedures to help protect individuals' information from unauthorized access, use, or disclosure. For example, we store personal information provided in computer servers with limited access and password protection. In compliance with Nevada statutes our emails are encrypted. The office facility is protected by an alarm system that is actively monitored. Passwords used by staff members are changed when staff members depart, and volunteer board members do not have access to personal information stored on servers or individual work stations.