



# COMMUNITY FOUNDATION FOR THE ALLEGHENIES

SERVING BEDFORD, CAMBRIA, SOMERSET, AND INDIANA COUNTIES

## **Privacy Statement – Nondisclosure of confidential information**

Your right to privacy is very important to us. We recognize that providing the Community Foundation with your personal information is an act of trust. The Community Foundation does not share personal information, except as required by governmental entities or legal process. All donor names are recognized in the Community Foundation's annual report and other forms of public recognition, unless you designate your gift as anonymous. Through the normal course of its work, the Community Foundation's board and staff may be exposed to confidential information about donors, grant-seekers, grantees and other individuals or organizations. The CFA's board and staff pledge to keep totally confidential all non-public information of a sensitive nature. Specifically:

- The CFA does not provide donor contact information to any outside source.
- The CFA protects donors' rights to privacy and anonymity. Those wishing anonymity need only communicate this request to any CFA staff member.
- The CFA takes every reasonable step and caution to ensure that information technology systems cannot be invaded by unauthorized users.
- Those included on email distribution lists may opt-out at any time by notifying the CFA through a number of identifiable and convenient channels linked to our e-communications channels.

## **Public Information**

Under IRS Code, the following foundation documents are public information:

- IRS Forms 990 and affiliated schedules for the past three years.
- Exemption letter from the IRS.
- Approved application for exemption with supporting documentation.
- Lists of our donors, other than those published in the annual report and other forms of recognition, are not available to the public.

For more information about the Community Foundation's privacy policies, please call 814-536-7741.