

Los Altos Community Foundation Privacy Policy

Welcome, and thank you for your interest in the Los Altos Community Foundation, its affiliates, and its subsidiaries (collectively, “LACF”, “we”, or “us”).

This Privacy Policy explains how LACF may collect, use, disclose, and secure information we obtain through our website at www.losaltoscf.org, as well as any other website or Internet service to the extent controlled by LACF (collectively, the “Site”). By using the Site, you consent to the privacy practices described in this Privacy Policy.

Information We Collect on the Site

- **User-Provided Information.** You may provide us with information in various ways when you visit the Site. When you visit the Site, you may provide and we may collect and store information that specifically identifies an individual (“Personal Information”). Examples of Personal Information include name, email address, address, and phone number. Personal Information also includes other information, such as date of birth, geographic area, or preferences, when that information is linked to information that identifies a specific individual. For example, you may provide us with some or all of this Personal Information when you sign up to receive LACF e-communications, volunteer with LACF, or make donations to LACF. Additionally, when you make payments through the Site, you may provide financial account information, such as your credit card number, to our third-party service providers. We do not collect or store such information, though we may receive information about completed transactions that does not include credit card or bank account numbers.
- **Grant and Scholarship Application Related Information.** From time to time, LACF solicits grant proposals and scholarship applications in which information is collected and stored. Applicants provide Personal Information to LACF when they apply for the grant or scholarship through an online application portal. Additionally, in grant contests that involve voting by the public, voters provide Personal Information to LACF when they register to vote for contest submissions.
- **Automatic Data Collection.** When you visit our Site or open our emails, we may collect certain information by automated means, such as cookies, web beacons and web server logs. By using the Site, you consent to the placement of cookies, beacons, and other similar technology in your browser and on emails in accordance with this Privacy Policy. The information collected in this manner includes IP address, browser characteristics, and information about the usage of our Site. For the avoidance of doubt, this information does not constitute Personal Information unless it is linked to information that identifies a specific individual.

How We May Use the Personal Information We Collect

We may use the Personal Information we collect on the Site in a variety of ways, including the following:

- We may use the Personal Information to operate, administer, and improve our Site and our services (including processing your donations), to provide services and information that you request, and to otherwise provide support to users.
- We may use the Personal Information we collect to contact you for administrative purposes, including acknowledging your donations and responding to your requests. We may also use the Personal information for promotional purposes, including sending you e-mail alerts, subscriptions to our newsletter, and volunteering opportunities. Generally, you have the ability to opt-out of receiving promotional communications as described below under “Your Choices.”
- We may use the Personal Information collected through grant and scholarship applications to administer the grant or scholarship process and to contact the participant in connection with the process.

How We May Disclose Your Personal Information

Except as described in this Privacy Policy, we will not disclose your Personal Information that we collect on the Site to third parties without your consent. We may disclose Personal Information to third parties if you consent to us doing so, as well as in the following circumstances:

- **Service Providers.** We may share any Personal Information we receive with service providers we use to help us provide our services. For example, we provide Personal Information to payment processors as part of processing your donations.
- **Publicity.** We may disclose your name on our Site or through any LACF related publicity (including newsletters, press releases, annual reports, social media, etc.) in connection with your volunteering, LACF events that you attend or grant or scholarship applications you submit, and donation activities with LACF. If you wish to remain anonymous with regard to your donations, please check the checkbox on the donation page on the Site stating “I wish my donation to remain anonymous.” We are not responsible for how other users will view and use the posted information.
- **Legal and Similar Disclosures.** We may disclose collected Personal information, if we believe doing so is required or appropriate to: comply with law enforcement requests and legal process, such as a court order or subpoena; comply with the law; or protect your, our, or others’ rights, property, or safety.

- **Merger, Sale, or Other Asset Transfers.** If we are involved in a merger, acquisition, financing due diligence, reorganization, bankruptcy, receivership, sale of company assets, or transition of service to another provider, your information may be disclosed in connection with the negotiation of such transaction, and/or sold or transferred as part of such a transaction as permitted by law and/or contract. We cannot control how such entities may use or disclose such information.

Your Choices

You may decline to share certain Personal Information with us, in which case we may not be able to provide to you some of the features and functionality of the Site. If you wish to amend any other Personal Information we hold about you, you may contact us at info@losaltoscf.org. Please note that while any changes you make will be reflected in active user databases within a reasonable period of time, we may retain all information you submit for backups, archiving, prevention of fraud and abuse, analytics, satisfaction of legal obligations, or where we otherwise reasonably believe that we have a legitimate reason to do so.

If you receive promotional email from us, such as our newsletters, you may unsubscribe at any time by following the instructions contained within the email. You may also opt out by sending your request to us by email at info@losaltoscf.org.

Please be aware that if you opt out of receiving promotional email from us or otherwise modify the nature or frequency of promotional communications you receive from us, it may take up to ten business days for us to process your request, and you may continue receiving promotional communications from us during that period. Additionally, even after you opt out from receiving promotional messages from us, you will continue to receive administrative messages, such as responses to your requests or donation acknowledgments, from us regarding the Site.

External Links

The Site includes links to external websites. Unless otherwise specified, any information you provide on third-party sites or services is provided directly to the operators of such services and is subject to those operators' policies, even if accessed through the Site. LACF is not responsible for the content or privacy and security practices and policies of third-party sites or services to which links or access are provided through the Site. Your use of any linked website is solely at your own risk.

Children's Privacy

Our website is a general audience website not directed to children under the age of 13, and we do not knowingly collect Personal Information from children under the age of 13 without parental consent. If you are under 13 years of age, then please do not use or access the Site at any time or in any manner. If we learn that Personal Information has been collected on the Site from a child under 13 years of age without parental consent, then we will take appropriate steps to delete this information. If you are a parent or guardian and discover that your child under 13 years of age has obtained an account on the Site, then you may alert us at info@losaltoscf.org and request that we delete that child's Personal Information from our systems.

Data Security

We cannot ensure or warrant the security of the public internet or any information you transmit to us, and you do so at your own risk. We take commercially reasonable precautions to prevent unauthorized access, but we cannot and do not guarantee that your information will not be accessed, viewed, disclosed, altered, or destroyed by breach of our systems. We are not responsible for circumvention of any privacy settings or security measures by third parties, and we cannot control the actions of other users with whom you may choose to share your information.

Modifications

We may amend this Privacy Policy from time to time; please review it periodically. We maintain the option to modify this privacy at any time by electronic notice posted on our website. Your continued use of our website after the date that such notices are posted will be deemed to be your agreement to the changed terms.