

# **Privacy Policy (updated April 18, 2018)**

## **Collection of Information**

Tri-State Food Bank collects certain personal information about donors, volunteers, and event participants. We will not sell, share, or rent this information to others. Tri-State Food Bank is the sole owner of any information collected. The types of information collected may include names, addresses, e-mail addresses, telephone numbers and credit card information. We may also collect other non-personal information about your computer when you visit our web site, such as the type of browser you are using or the domain name of your Internet Service Provider. Vendors that have temporary access to correspondent and donor information are expressly forbidden to copy, use or transfer any information provided by Tri-State Food Bank for any reason to any source.

## **Intended Use of Information**

The personal information collected by Tri-State Food Bank is used to fulfill donations, arrange volunteering opportunities, and send constituents details about Tri-State Food Bank and its upcoming events, programs and projects. None of the personal information collected will be disclosed to third parties unless in response to a legal claim or law enforcement agency's request. Non-personal information may be used in the aggregate to analyze the usage of our web site and to improve its usability and value to visitors. We may share this aggregate analysis with our network of partner agencies, charitable partners and/or other third party vendors.

## **Honorary or Memorial Gifts**

In the case of a gift given in someone's honor or memory, it is presumed that the donor would like the honoree or the deceased's family to know about the gift. Unless otherwise directed by the donor, only the names of those making the donation (i.e. not the gift amount) will be shared, and only with the honoree or deceased's immediate family. Only in the case of multiple gifts will the aggregate amount contributed be shared with the honoree or deceased's immediate family. A donor may direct that their gift be anonymous, or that it is permissible for Tri-State Food Bank to share their contact information and/or gift amount with the honoree or family. In all cases, the donor's direction will be honored.

## **Web Site Cookies**

Cookies are small text files stored by your browser on your computer's hard drive. Cookies do not contain personal information. They enable us to provide a more seamless experience for our web site visitors. If a visitor rejects a cookie there may be areas of our site that are restricted. Cookies can also enable us to track and target the interests of our visitors in order to ensure that they are viewing areas of the site that are of closest interest to them.

## **Links**

Our web site contains links to other sites. Tri-State Food Bank is not responsible for the privacy practices of other sites. When we link to a new site we will launch a new browser window. Our privacy policy applies solely to information collected by our web site ([www.tristatefoodbank.org](http://www.tristatefoodbank.org)) and our donation page (<https://donate.tristatefoodbank.org/>)

## **Security**

Tri-State Food Bank has made all reasonable efforts to protect our constituents' information with appropriate physical and electronic procedures to prevent unauthorized access both online and off-line. It is our desire to ensure complete security while transferring potentially sensitive and private information from your web browser to the Tri-State Food Bank computer system. For donations made through our web-site, all financial information is encrypted using Secure Sockets Layer ("SSL") technology. Only employees and volunteers who need the information to perform a specific job are granted access to personal information. In all cases, Tri-State Food Bank employees and volunteers who have access to personal information are required to sign a non-disclosure agreement and to protect this information in a manner consistent with this privacy policy.

## **Updating Personal Information**

If your personal information changes (address, phone number, email, etc.), or if you wish to be removed from our mailing list, please call 812-425-0775 ext. 307.

## **Contacting Tri-State Food Bank**

You may contact Tri-State Food Bank with questions or comments about this privacy policy, to review or update personal information, to opt out of the use of personal information, or any other matter related to Tri-State Food Bank by calling 812-425-0775 ext. 307.