



PINE FORGE ACADEMY FOUNDATION INC. PRIVACY POLICY

Name of the Policy: **PRIVACY POLICY**

Board Approval Date: **May 12, 2009**
Effective Date **May12, 2009**

Background and Purpose

The rationale for the Pine Forge Academy Foundation, Inc. ("Foundation"), Privacy Policy is to provide the user and constituencies who use Pine Forge Academy Foundation, Inc. website and provide an explanation of how Pine Forge Academy Foundation, Inc. will use the personal information provided by constituencies who use the Pine Forge Academy Foundation, Inc. website.

Privacy Policy

The Foundation respects the privacy of their online visitors. The Foundation is committed to maintaining the confidentiality, integrity and security of personal information entrusted to us by current and potential donors. Should we ask the individual to provide certain information by which they can be identified when using the requested information, the involved party can be assured it will only be used in accordance with this privacy statement.

The Foundation may change this policy from time to time by updating this document. All changes must be approved by the Board of Directors. Please check this policy at least once per year to ensure familiarity and understand the changes. This policy is effective May 12, 2009.

What We Collect

The Foundation collects information from users both by asking specific questions and by permitting individuals to communicate directly with us via e-mail and the site's other online functions. Some of the information a person submits to the Foundation us may be PII (personal information), including, but not limited to, name, address, telephone number, e-mail address, date of birth, user name, graduation school and year of graduation and/or a password associated with the password protected portions of this Site, credit card information and educational and professional information.

Internet Protocol (IP) Addressses

The Internet Protocol ("IP") address is usually associated with the place from which the person enters, i.e., logs, onto the Internet, like the Internet Service Provider (ISP), or the Foundation. Our server may also record the referring page that linked the individual to us (e.g., another website or a search engine); the pages visited on this website; the website visited after this website; the ads seen; the ads clicked on; other information about the type of web browser, computer, platform, related software and settings in use; any search terms the person has entered on this website or a referral site; and other web usage activity and data logged by our web servers.

The Foundation may use the person's IP address to help diagnose problems with our servers, gather broad demographic information, and administer our website. The Foundation logs IP addresses for systems administration purposes only. Also, the Foundation may link this information with the individual's personal information when we feel it is necessary to enforce compliance with our rules and policies, Terms of Use, or to protect our website and other important information.

Cookies

The Foundation may use cookies to track the use of our website and to facilitate and enhance the user's experience on our website. "Cookies" are small pieces of information that are stored by a browser on the individual's computer's hard drive. The Foundation's cookies enable us to facilitate access to different aspects of our website. For example, by showing when and how a person visits the Foundation website, cookies help to see which pages of the website are popular and which pages are not. Also, cookies help the Foundation to improve enjoyment of this website, for example, by remembering the IP address or other personal information when the person requests information or services on the website. Most web browsers automatically accept cookies, but the Foundation can disable this function so the browser will not accept cookies. Please be aware disabling this function may impact use and enjoyment of the Foundation's website.

E-mail Communications

The Foundation may use personal information to communicate with the individual. Persons will have the opportunity to opt-out of receiving such communications from the Foundation at any time. To discontinue receiving such communications, simply reply to the email received with the word "Remove" in the subject line.

Security

The Foundation limits access to personally identifiable information about our donors to our staff and third-party agents, who we reasonably believe need to have access to this information to provide information or services requested from the Foundation. The Foundation's website has security measures in place to help protect against the loss, misuse and alteration of the information under our control. While we cannot guarantee that loss, misuse or alteration to data will not occur, the Foundation uses industry standards, such as Secure Socket Layers ("SSL") technology, to help safeguard against such occurrences.

In certain areas, the information passed between the browser and our system is encrypted with SSL technology to create a protected connection between the user and our website to ensure confidentiality. In the event that a breach into the Foundation's security systems occurs and there

is a possibility an unauthorized person acquires personal information, the Foundation will notify the breached person or groups of such a breach under applicable law.

Access to Personal Information

If an individual wishes to have access to their personal information or related family’s personal information in our records submitted through this website, please Contact Us with the request. Also, one can request the Foundation update an individual’s personal information or correct any factual errors they believe may exist regarding this information.

Third-Party Websites

The Foundation’s website may link to, or be linked to, other websites not maintained by or related to the Foundation. The Foundation is not responsible for the privacy policies or practices of any third parties or third-party websites, including any linked or linking websites. To the extent a person discloses personally identifiable information to any such third parties, different rules may apply to their use and disclosure of personal information disclosed to them. The Foundation encourages individuals to review the privacy policies of such websites before disclosing any personal information to them.

Privacy Policy Changes

The Foundation may amend this Privacy Policy from time to time. Such changes will be publicly posted on the Foundation’s website for full transparency and accountability. If there are any questions or concerns about Pine Forge Academy Foundation’s privacy policy, please contact the Executive Director, Pine Forge Academy Foundation, 540 E. 105th Street, Cleveland, OH 44108.

Signature-Board Chair and President

Dated:_____

Printed Name

Signature-Board Secretary or Treasurer

Dated:_____

Printed Name