

## **I Know I Can Donor Privacy Policy**

This Donor Privacy Policy (the "Policy") has been adopted by the Board of Directors of I Know I Can ("IKIC") to demonstrate that IKIC is committed to respecting the privacy of its donors. This Policy has been developed to ensure IKIC's donors that donor information will not be shared with any third party and that it will be kept strictly confidential.

**Information Collected:** IKIC collects and uses the following personal information concerning its donors:

Contact Information: name; organization/business; complete address; phone number; E-mail address

Payment Information: credit card type, number and expiration date; routing and account numbers for donors contributing by check

Information you wish to share: questions, comments and suggestions

The information collected on this site is transmitted via a secure server.

**How Information is Used:** The information is used to help each donor complete a transaction; communicate back with the donor; and update the donor with information on IKIC. Credit card and bank account numbers are used only for donation and payment processing and are not used for other purposes. IKIC uses the comments which are offered to provide its donor with the information requested.

**No Sharing of Personal Information:** IKIC will not sell, rent or lease a donor's personal information to other organizations. IKIC may recognize its donors publicly unless the donor directs otherwise in writing. The use of donor information will be limited to the internal purposes of IKIC and to further the activities and purposes of IKIC.

IKIC maintains its endowment fund at The Columbus Foundation, a community foundation. The Columbus Foundation provides professional investment management services and administrative services with respect to contributions to and disbursements from the endowment fund. Consequently, by necessity, IKIC does share donor information with the Columbus Foundation. However, The Columbus Foundation does have its own privacy policy and does not share any such information with any unrelated third parties.

**Removing Names From Our Mailing List:** It is IKIC's desire to not send unwanted mail or E-mail to its donors. Any donor may contact IKIC and ask to be removed from IKIC's mailing or E-mail list.

**Contacting Us:** Any comments or questions about IKIC's Donor Privacy Policy may be directed to IKIC by E-mail at [iknowican.org](mailto:iknowican.org) or by telephone at (614) 233-9510.

**Other Web Sites:** Our site contains links to other sites. When you follow those links, please note that you are leaving our site and therefore the protections of this Policy. We suggest you read each of their privacy policies as they may differ from ours.

**Changes to the Policy:** IKIC does reserve the right to update and change this Policy as needed.