



# Redwood City Education Foundation Privacy Policy

*Effective Date: March 2009*

The Redwood City Education Foundation (RCEF) is committed to preserving your privacy and safeguarding your personal, financial, and other sensitive information. The following statement describes the general information gathering and usage practices of our programs and web site.

## **Collecting and protecting personal information:**

Personal information submitted to the RCEF is never sold or shared with outside sources. When donors submit sensitive information, their information is protected both online and off-line.

When you make a donation to the RCEF, the RCEF collects a variety of personal information about you in order to properly process your donation. This personal information may include: name, address, phone, email address, "acknowledgment," "in honor of," or "in memory of" information, and donation amount. It is unlikely that the RCEF will need to contact you, but we reserve the right in the event that we need to verify your personal information. If you contact us by email or phone, we may ask you to verify your personal information so that we may respond to your inquiry.

All online payment transactions are conducted securely through services such as *PayPal* or *Network for Good*. This ensures that financial details such as credit card or bank account information are confidential between you and *PayPal* or *Network for Good*; no credit card or bank account information is passed to or stored by the RCEF when these third parties are used.

## **Monthly eNews:**

The RCEF offers its own free monthly eNews that is sent out to interested individuals. Subscribers may choose to unsubscribe at any time; unsubscribe information is located at the bottom of each issue of eNews.

## **Complying with the judicial or legal system:**

Though the RCEF makes every effort to preserve donor and customer privacy, we may need to disclose personal information when required by law. For example, we may need to disclose information when we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order, or legal process served on our organization.

## **Changes to our privacy policy:**

If we decide to change our privacy policy, we will post those changes to our homepage, this privacy statement, and other places we deem appropriate so our donors are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If, however, we are going to use users' personally identifiable information in a manner different from that stated at the time of collection we will notify users via email.

## **How To Contact Us**

Should you have other questions or concerns about this privacy policy, please call us at (650) 568-0233 or send us an email at [info@rcef.org](mailto:info@rcef.org).