

## **DO THESE THINGS BEFORE USING THIS TEMPLATE:**

1. Use the HTML version on your website.
2. Search for the following placeholders & replace them with your information:
  - Your Company Name
  - [Your Company Name]
  - yoursite.com
  - 404-555-1212
  - (404) 555-1212
  - 123 Somestreet
  - Anytown, GA 30300
3. Search for “.com” and “.org” and convert all URLs into links.

# PRIVACY POLICY TEMPLATE

Effective Date/Last Updated: August 12, 2023

## **Our Commitment to Privacy**

We firmly believe in the importance of online privacy. To ensure your privacy is protected and your information choices are respected, we have set out in this Privacy Policy (the “Policy”) an explanation of privacy practices for the yoursite.com website and grants portal (collectively, the “Site”).

The Policy describes the personal information collected by or on behalf of [Your Company Name] (“Your Company Name,” “we,” “us,” and “our”) in connection with our programs and services, including through the Site, and how personal information is used, protected, and shared. If you have questions or concerns about this Policy, please contact us as set forth below. Please note that this Policy is for the Site only and is not applicable to third-party websites, apps, widgets or plug-ins that may from time to time be linked from the Site. Please check the privacy policies on those web sites for more information.

Please read this Privacy Policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, your choice is not to use our Site. By accessing or using this Site, you agree to this Privacy Policy. This Privacy Policy may change from time to time. Your continued use of this Site after we make changes is deemed to be acceptance of those changes, so please check this Privacy Policy periodically for updates.

If you use the Site, you must comply with our Term of Use ("Terms"), available at [yoursite.com/terms](https://yoursite.com/terms).

## **Information We Collect**

**Information You Give Us.** You can visit the Site without sharing personal information, but use of certain Site features (e.g., to sign up for our mailing lists or to submit a grant application) requires you to provide personal information. We will collect any personal information from or about you that you choose to share with us, which may include your name, email address, mailing address and telephone number. We will use your personal information to process your grant applications, to communicate with you in connection with the same, and to otherwise provide you with information and communications that you request or that we believe are relevant or may be of interest to you, subject to applicable laws and the terms of this Policy. If you provide your telephone number to us, you consent to receiving telephone calls from us at that telephone number.

**Signing Up For Mailing Lists.** If you sign up for our mailing lists or otherwise opt in to receive communications from us, you will need to submit your name and email address. We will use this information to provide you with promotional and other electronic communications regarding [Your Company Name]. You may opt out of receiving promotional emails from us at any time by following the unsubscribe instructions contained in the applicable email. We may use third-party providers to deliver communications to you and we encourage you to review any such third-party providers' privacy policies.

**Applying to Work with [Your Company Name].** If you send us job application materials, you will need to provide certain information, including but not limited to your contact information, employment history, and job qualifications. We will only use and share the job

application materials you submit in order to evaluate your qualifications to work with [Your Company Name].

**Feedback You Provide.** When you provide comments or feedback about our Site, the content on the Site or our services ("Feedback"), we will not treat that Feedback as confidential, and we may use that Feedback for any purpose in our sole discretion so long as it does not personally identify you. Feedback will be used without attribution or compensation to you.

## **Data Automatically Collected**

### **Cookies & Other Tracking Technologies.**

What types of online tracking mechanisms do we use? We may use cookies, web beacons, pixel tags and other tracking technologies (collectively "Cookies") on our Site.

What are cookies and web beacons/pixel tags? A cookie is a small text file that our Site saves onto your computer or device when you use the Site that provides us certain information about your activities. Cookies allow the Site to remember your actions and preferences and recognize you or your browser, along with some information you provided. Web beacons/pixel tags are small graphics on a webpage that monitor your activity when viewing a webpage.

### **Why do we collect Cookies? We use Cookies to:**

- Make our Site function properly;
- Provide personalized experiences;
- Tailor our interactions with you;
- Help with our marketing efforts;
- Provide us with valuable data and statistics about the usage and effectiveness of our Site and to help us improve our Site; and

- Help us improve our services.

What type of information do Cookies collect? The Cookies on our Site may collect information such as:

- IP addresses assigned to the computers and other devices you use;
- Your internet service provider;
- Device ID number;
- Approximate geographic location;
- Browser type;
- Site pages visited;
- Websites you access before and after visiting the Site, and
- Data related to how and when you use the Site.

How long do Cookies last? A Cookie can either be a “session” Cookie or a “persistent” Cookie. Session Cookies exist only for so long as you are visiting the applicable Site and are typically deleted when you exit your web browser. Persistent Cookies exist for a set period of time, for example, up to several months or years. Each time you visit a Site that has implemented a persistent Cookie, the persistent Cookie is renewed and that Cookie will remain active until its predetermined expiration date. You can manually delete persistent Cookies through your browser settings.

First and Third-party Cookies. Cookies may either be “first-party” or “third-party” Cookies. A first-party Cookie allows your web browser to talk to the actual Site that you are visiting. A third-party Cookie allows your web browser to talk to a third-party website, such as the source of an ad that appears on the website you are visiting or a third-party analytics provider. We may not have control over how a third-party uses information collected through third-party Cookies.

How do you manage Cookies or opt-out? Most browsers automatically accept cookies. You can disable this function by changing your browser settings, but disabling cookies may impact your use and enjoyment of the Site. Not all features or functions of the Site may work properly if you disable Cookies. You cannot disable all Cookies, such as Cookies that are essential to the functioning of the Site. You can find more information about cookies at: <http://www.allaboutcookies.org>.

Do Not Track. You may have the option of enabling a feature in your web browser called “Do No Track,” which sends a signal to websites that the user does not want to be tracked across multiple websites. We do not track users across multiple websites regardless of whether you have enabled “Do Not Track.”

Web Analytics. We may use Google Analytics (<https://marketingplatform.google.com/about/analytics/>), Matomo Analytics (<https://matomo.org/>), and/or WPAnalytics () to collect and process information about your use of the Site. These apps sets cookies on your browser or device, and then your web browser will automatically send information back to the Analytics app. Analytics apps use this information to provide us with reports that we use to better understand and measure how users interact with our Site.

To learn more about how Google uses data, visit Google’s Privacy Policy ([www.google.com/policies/privacy](http://www.google.com/policies/privacy)) and Google’s page on “How Google uses data when you use our partners’ sites or apps.” ([www.google.com/policies/privacy/partners](http://www.google.com/policies/privacy/partners)) You may download the Google Analytics Opt-out Browser Add-on (<https://tools.google.com/dlpage/gaoptout>) for each web browser you use, but this does not prevent the use of other analytics tools. To learn more about Google Analytics cookies, visit Google Analytics Cookie Usage on Websites (<https://>

developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage).

To learn more about how Matomo Analytics uses data, visit Matomo Analytics's Privacy Policy (<https://matomo.org/privacy-policy/>).

To learn more about how we use data, visit Our Privacy Policy (<https://flawlesswebsites.com/privacy/>).

## **Use of Personal Information.**

We use personal information for the following purposes:

Purposes Collected & Communications. We may use personal information for the purposes stated or agreed-to (or as is obvious) at the point of collection. For example, we use personal information to administer our activities and to process your requests for information. We may also use personal information as requested or consented to by you. We may use personal information to notify you of changes made to the Site (for example, changes to this Policy); if you sign up or otherwise opt in to receive promotions from us, to send you promotional materials and other information about [Your Company Name]; and to respond to your questions and comments and otherwise communicate with you. If you submit a grant application through the Site, we will use personal information to communicate with you regarding your grant application and we will share it with our service providers that are involved in the processing of your grant applications as set forth below. If you provide us with your telephone number, we may call you at that telephone number in response to your questions or comments.

Evaluation and Improvement of the Site; User Demographics We may use and disclose personal information: to analyze, develop, and improve the content, materials, products, and services that we make

available (including the Site); to inform fundraising, marketing, and communication plans and strategies; to understand the Site's demographics and user preferences; and to evaluate Site user needs and customize Site content, promotional emails, and users' browsing experience.

**To Protect Our Rights.** We may use personal information to protect our legal rights or interests, or those of other parties, including to bring a legal action against you or anyone who may be causing harm to [Your Company Name], our Site, or to other users of the Site. We may also use personal information to seek business, financial or legal advice, and to respond to other legal requests.

## **Retention of Personal Information**

We will keep personal information for the period necessary to fulfill the purposes described in this Policy, unless a longer retention period is permitted or required by law.

## **Disclosure of Personal Information**

We do not sell, rent or lease personal information to any third party. However, we may share personal information with the following parties, in compliance with applicable laws:

**Affiliates and Partner Organizations.** We may share personal information with our affiliates and partner organizations for our business purposes.

**Donor Recognition.** We may share donor information for recognition and awards purposes.

**Service Providers.** We may share personal information with our website vendors, email vendors, software providers, public relations service providers, and other suppliers as necessary for us to provide the Site

and our services to you, to engage in the use and sharing of personal information as permitted by this Policy, and as may be otherwise permitted by applicable law.

**Government Officials/Law Enforcement.** We will cooperate with law enforcement and other governmental agencies, and may disclose personal information: (i) if we believe in good faith we are legally required to disclose that personal information, (ii) if we are advised to disclose personal information by our legal counsel, or (iii) when necessary to identify, contact or bring a legal action against someone who may cause or be causing harm to, or interfering with the legal rights of, [Your Company Name] or any other party.

**Professional Advisors.** We may share personal information with our professional advisors, such as our attorneys, accountants, financial advisors and business advisors, in their capacity as advisors to [Your Company Name].

**Change in Ownership.** In the event [Your Company Name] is the subject of a change of control or in the event the Site changes ownership, in whole or in part, or in the event of a bankruptcy, receivership or a similar transaction, we may provide personal information to the subsequent owner(s).

**Other.** We may share personal information with third parties when explicitly requested by or consented to by you, or for the purposes for which you disclosed the personal information to us as indicated at the time and point of the disclosure (or as was obvious at the time and point of disclosure).

## **Use and Disclosure of Non-Personal Information**

[Your Company Name] may collect, use, share, transfer and otherwise process de-identified and aggregated information that it receives or

creates for any purposes in its sole discretion, in compliance with applicable laws. [Your Company Name] is the sole and exclusive owner of such de-identified and aggregated information, including if [Your Company Name] de-identifies personal information so that it no longer considered personal information under applicable data protection laws.

## **Age of Users**

We do not knowingly collect, use, or share personal information from children under 13. No one under age 13 may provide any personal information to or on the Site. If a parent or legal guardian learns that their child provided us with personal information without his or her consent, please contact us and we will take appropriate steps to delete such personal information.

Individuals who are age 13 or older but under the age of 18 (a “Permitted Minor”) are only allowed to use the Site with the supervision of a parent or legal guardian who agrees to be bound by this Policy. If we learn we have collected or received personal information from a Permitted Minor without the supervision or consent of a parent or legal guardian, we will delete that information. If you believe we might have inadvertently obtained any information from a Permitted Minor without parental consent, please contact us ([legal@flawlesswebsites.com](mailto:legal@flawlesswebsites.com)).

## **Data Security**

We use commercially reasonable technical and organizational measures to help secure personal information against loss, misuse, and alteration appropriate to the type of personal information processed. If a breach of your personal information occurs, we will notify you of the breach if required under applicable law.

Unfortunately, the transmission of information via the internet is never completely secure. Although we do our best to protect your personal

information, we cannot guarantee the security of your personal information transmitted to our Site. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Site.

You understand that no data transmission over the internet or device can be guaranteed to be 100% secure. While we strive to protect Personal Information, we do not guarantee the security of Personal Information and you provide Personal Information at your own risk.

### **Access from Outside the United States**

If you access the Site from outside the United States, please be aware that personal information may be transferred to, stored in, and processed in the United States. Certain governmental authorities may not consider the level of protection of personal information in the United States to be equivalent to that required by the in other jurisdictions.

### **Access & Update Your Personal Information**

To access or update your personal information as it exists in our records, please visit any accounts you have created or contact us using the information below.

### **Changes to Our Privacy Policy**

Privacy laws and guidelines are part of a constantly changing environment. We reserve the right, at our discretion, to change, modify, add, or remove portions of this Policy at any time. All changes will be effective immediately upon posting to the Site. Material changes will be conspicuously posted on the Site or otherwise communicated to you.



You are responsible for periodically visiting our site and keeping yourself informed about the latest modifications.

## **Contact Us**

If you have questions or concerns regarding this Policy, contact us at:

[Your Company Name]  
123 Somestreet  
Anytown, GA 30300  
(404) 555-1212  
privacy@yoursite.com