

Highland Park Community Foundation Privacy Policy

Purpose

Highland Park Community Foundation (HPCF) is committed to protecting the privacy and confidentiality of our donors, grantees, grant applicants, and community partners. This policy explains how we collect, use, and safeguard personal information received through donations, grant applications, surveys, and other interactions with the Foundation.

Information We Collect

To support our mission, operations, and legal obligations, HPCF may collect personal information such as name, address, phone number, email, and donation or grant history. This information is collected when individuals:

- Make a donation or pledge to HPCF
- Subscribe to Foundation communications
- Submit a grant application or report
- Attend an HPCF event or meeting
- Participate in a survey
- Use our website

Use of Information

HPCF uses collected information to:

- Process donations and acknowledgments
- Evaluate and administer grants and related programs
- Maintain accurate records for financial and audit purposes
- Communicate with donors, grantees, grant applicants, and community members about Foundation activities, events, and impact
- Conduct surveys and gather feedback
- Comply with legal and regulatory requirements

Donor Privacy

HPCF respects the privacy of all donors. We do not sell, rent, trade, or share donor information with outside organizations. Donor names may appear in public recognition materials (such as our annual Impact Report) unless a donor requests anonymity. Donors may request anonymity or update their communication preferences at any time by contacting the Foundation.

Email Privacy

HPCF does not share, sell, or rent e-mail addresses to anyone outside the organization. Individuals who do not wish to receive Foundation e-mails may contact info@hpcf.org or call 847-433-4100.

Online Privacy

Donations made online processed securely by a third-party payment processor. HPCF does not store or have access to donors' credit card or banking information.

Use of IP Addresses and Cookies

HPCF may collect IP addresses to maintain website security, troubleshoot technical issues, and manage user sessions. Cookies are used to enhance website performance and store optional login information. Cookie-based data is used solely for internal purposes.

External Links

HPCF's website may link to external sites. We are not responsible for the privacy practices or content of these sites. Users follow such links at their own discretion.

Surveys

Participation in surveys is voluntary. HPCF may collect contact or demographic information to provide updates about the Foundation. Survey data is never shared externally in a personally identifiable form; only aggregated data may be used.

Access and Updates

Individuals may request access to their personal information or ask for corrections or updates by contacting the Foundation. HPCF makes reasonable efforts to maintain accurate and up-to-date information.

Security

HPCF employs physical, administrative, and technical safeguards to protect against loss, misuse, or unauthorized access to personal information. Security measures are reviewed periodically to ensure ongoing protection.

Policy Availability

This policy, including donor privacy practices, is available upon request and may be posted on the HPCF website. It is reviewed periodically and updated as needed to comply with legal requirements and best practices.

Contact Information

For questions or to request a copy of this policy, contact:

Terri Olian, Executive Director

Highland Park Community Foundation

Email: terri@hpcf.org

Phone: 847-433-4100

Adopted 12/3/25