

PRIVACY POLICY

Forerunner Federation understands that our applicants and supporters are concerned about submitting personal and financial information either through grant applications, our website or other means. Our applicant's and donors' individual privacy rights are important. For this reason, we provide this explanation of our data handling practices.

Anonymous Browsing Information

You can browse our website without revealing personal information that can be used to identify you. Forerunner Federation may collect non-personal information such as your Internet Protocol ("IP") address, the name of the domain you used to access the Internet, the Web site you came from and the site you visit next (see "How We Use It," below). However, Forerunner Federation does not associate any non-personal information with records containing any personal information submitted to us, so you remain anonymous when you browse the Site.

Information Collection

The Forerunner Federation may collect personal information submitted through online grant application, event registration or donation forms. Forerunner Federation may collect personal information such as names, company names, titles, addresses, telephone numbers, fax numbers, e-mail addresses, and payment information (such as credit card numbers) from donors, prospects and applicants for grants.

By submitting personal information, you authorize Forerunner Federation to use this personal information for the purposes identified, such as determining qualifications for grants, organizing fund-raising events, responding to inquiries, processing donations, or determining eligibility for Forerunner Federation programs. By submitting personal information, you acknowledge that you have read this privacy policy, understand it, agree to its terms and authorize Forerunner Federation to collect, use and disclose personal information pursuant to the terms of this privacy policy.

Information Use

Forerunner Federation is the sole owner of any information collected on this site. All access to donor and applicant information is strictly limited to professional staff and volunteers processing those data. The information is used solely for our own statistical, notification and donor relation purposes. No such data are given to any person, organization or group who does not need to access those data.

Personal information is private and confidential; accordingly, the information provided is stored in a secure location, is accessible only by designated employees or volunteers, trained in the proper handling of such information, and is used only for the purpose for which the information is collected. Forerunner



Forerunner Federation

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<http://forerunnerfederation.org/>

Federation employs ID and password protections, error checking procedures to make transactions are processed completely and accurately.

The Forerunner Federation will use contact information (e-mail, telephone number and address) of donors for these purposes only: distribute receipts for donations, thank donors for their donation, inform donors about upcoming fundraising and other activities of the Forerunner Federation, internal analysis and record keeping, reporting to relevant U.S. and state agencies (these reports are not for public inspection), contact donors about changes to this policy.

Information Sharing

The Forerunner Federation will never publish, sell, trade, rent or share names (unless released for publication), e-mail or mail addresses, or telephone numbers of our volunteers, applicants and donors. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement.

Forerunner Federation may share non-personal, non-individual information in aggregate form with third parties. Whenever Forerunner Federation should hire other organizations to provide support services, we will require them to conform to our privacy standards and allow us to audit them for compliance. Independent external and internal audits are conducted to ensure the privacy, security and appropriate processing of your information on our site.

Notwithstanding other provisions of this privacy policy, we may disclose personal information in special cases when we have found it necessary to identify, contact or bring legal action against someone who may be violating any user agreement or may be causing injury to or interference with Forerunner Federation, its users, or anyone else that could be harmed by such activities.

Forerunner Federation reserves the right to disclose your personal information as required by government or law enforcement officials. Forerunner Federation can, and you hereby authorize us to, disclose any information to law enforcement or other parties that Forerunner Federation in its sole discretion, believes is required or appropriate in order to comply with the law.

Corrections and Opt-Out

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error. If you would like to request access to review, update or change the information you have supplied in any way, you may do so by sending an e-mail to forerunner.federation@gmail.com. We use this procedure to better safeguard your information. To protect your privacy and security, we will also take steps to verify your identity before granting access or making corrections.

If you do not want Forerunner Federation to use or disclose your personal information to third parties, you may opt-out by submitting a written request to Forerunner Federation via by sending an e-mail to forerunner.federation@gmail.com or via regular mail at 520 W. 21st Street, Unit G-2, PMB 119, Norfolk, VA 23517. During business hours 8:30 am – 5:00 p EST, staff or volunteers are available to answer general but not personally identifiable questions about the handling of information at (757) 301-1583.

The Donor's Bill of Rights

The Forerunner Federation subscribes to the Donor Bill of Rights. This Bill of Rights for charitable givers was developed by the American Association of Fund Raising Counsel, Association for Healthcare Philanthropy, Council for Advancement and Support of Education, National Society of Fund Raising Executives.

"Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes that they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgment and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers."