



## **PRIVACY POLICY** **Of** **The LUZERNE FOUNDATION**

The Luzerne Foundation has created this privacy statement in order to demonstrate its firm commitment to the privacy of The Luzerne Foundation donors and website users. The following paragraphs describe The Luzerne Foundation's information gathering and dissemination practices. The privacy statement may change at any time; any changes will be posted on this page. Should you have additional questions, comments or concerns please contact us at the following:

The Luzerne Foundation  
140 Main Street, 2<sup>nd</sup> Floor ♦ Luzerne, PA 18709  
[www.luzfdn.org](http://www.luzfdn.org) ♦ 570-714-1570

The following topics describe how The Luzerne Foundation uses information voluntarily submitted by its donors and other visitors to its site, [luzfdn.org](http://luzfdn.org).

### **E-MAIL PRIVACY:**

Your email address will only be used within The Luzerne Foundation. The Luzerne Foundation does not share, sell or rent e-mail addresses to anyone outside the organization. If you do not wish to receive e-mail correspondence, please e-mail your request to [diane@luzfdn.org](mailto:diane@luzfdn.org) or call The Luzerne Foundation at 570-714-1570.

### **USE OF IP ADDRESSES AND COOKIES:**

A unique number called an IP address identifies every computer on the Internet. Each time you connect to the Internet your machine is assigned an IP address. An IP address is a number that identifies each sender or receiver of information that is sent in packets across the Internet. The Luzerne Foundation uses your IP address to help diagnose problems with our server, and to administer The Luzerne Foundation's website.

"Cookies" are small pieces of information that are stored by your browser on your computer's hard drive. Most Web browsers automatically accept cookies, but if you prefer, you can edit your browser options to block them in the future. The Luzerne Foundation uses cookies to maintain user session identity, and, in some non-member areas, to store your username and password locally for ease of access.

The Luzerne Foundation may also collect certain demographic information about visitors to [luzfdn.org](http://luzfdn.org) through the use of cookies. The Luzerne Foundation only uses this data to improve the overall [luzfdn.org](http://luzfdn.org) website and for internal business purposes.

**SITE/MEMBERSHIP REGISTRATION FORMS:**

The Luzerne Foundation's website registration forms require users to give us contact information (such as name and e-mail address), method of payment, and demographic information. The Luzerne Foundation may use customer contact information from the registration forms to send the user information about The Luzerne Foundation. The customer's contact information is also used to contact the visitor when necessary. Information regarding method of payment is collected for member enrollment, registration and to process orders for products and services.

**EXTERNAL LINKS:**

As a community service, The Luzerne Foundation provides links to the Web sites for various resources. The Luzerne Foundation makes no representations whatsoever concerning the content of those sites. A link to a Web site from The Luzerne Foundation is not an endorsement, authorization, sponsorship or affiliation with respect to such site, its owners or providers. When leaving [www.luzfdn.org](http://www.luzfdn.org), we recommend you check the privacy policy of the site you are visiting before providing personal information.

**E-COMMERCE FOR CONFERENCE REGISTRATION/PUBLICATIONS  
SALES/FOUNDATION NEWS & COMMENTARY SUBSCRIPTIONS**

At this time, The Luzerne Foundation does not use its website for E-Commerce for Conference Registration/Publications or Sales. At the time this area is incorporated in our daily practices, we will update this portion of the privacy policy as noted above. However, it should be noted The Luzerne Foundation does use its website to communicate Foundation News and may contain some commentary from outside sources which would appropriately be disclosed on the site.

**SURVEYS:**

At this time, The Luzerne Foundation does not use its website for surveys. At the time this area is incorporated in our daily practices, we will update this portion of the privacy policy as noted above.

**PUBLIC FORUMS:**

At this time, The Luzerne Foundation does not use its website for surveys. At the time this area is incorporated in our daily practices, we will update this portion of the privacy policy as noted above.

**SECURITY:**

This site has security measures in place to protect the loss, misuse and alteration of the information under The Luzerne Foundation's control.

**MINORS:**

At this time, the site is not yet set up to receive personal information from minors for Scholarship Applications. When the time arises The Luzerne Foundation begins to receive Scholarship Applications online, The Luzerne Foundation will then include those steps as they

relate to COPPA. We do not collect or maintain information from those we know are younger than age 13, and no part of our Web site is designed to attract anyone under 13.

Approved by the Board of Directors: September 22, 2016