

## **Privacy Policy**

***Last revised: March 9, 2009***

Thank you for visiting [www.cbpwef.org](http://www.cbpwef.org) (the “Website”). We value and respect your privacy, and this privacy policy (the “**Privacy Policy**”) is designed to assist you in understanding how we collect, use, and protect any information you may provide to us in any manner, including via the Website. Our Terms of Use available at [www.cbpwef.org](http://www.cbpwef.org) describe the terms and conditions governing your access to and use of the Website and any relationship between you and the Colorado Business and Professional Women’s Education Foundation, a Colorado Nonprofit corporation (“**CBPWEF**”), and are incorporated herein by reference and form an essential part of the Privacy Policy. **(1) YOUR USE OF THE WEBSITE AND CONTINUED USE OF THE WEBSITE FOLLOWING ANY CHANGES TO THE PRIVACY POLICY OR (2) YOUR SUBMISSION OF PERSONAL INFORMATION TO US IN ANY MANNER, SIGNIFIES YOUR CONSENT TO BE LEGALLY BOUND BY BOTH THE TERMS AND CONDITIONS OF THE PRIVACY POLICY AND THOSE SET FORTH IN OUR TERMS OF USE. IF YOU DO NOT AGREE TO THE TERMS OF THE PRIVACY POLICY AND THE TERMS OF USE, PLEASE DO NOT USE THE WEBSITE OR PROVIDE ANY INFORMATION TO US.**

### **THE INFORMATION WE COLLECT**

When using the Website and submitting scholarship applications or donations to the CBPWEF, you may need to provide and we may collect personally identifiable information, as described below (“**Personal Information**”). We may also collect certain indirect and/or aggregate information as a result of your use of, and interaction with, the Website, as described below (“**Usage Information**”).

### **PERSONAL INFORMATION**

When you submit a *donation*, we may ask you to provide Personal Information, which may include but is not limited to your:

- name
- address, e-mail address, and phone number
- credit card number

When you submit an *application for scholarship*, we may ask you to provide Personal Information, which may include but is not limited to your:

- name
- address, e-mail address, and phone number
- gender
- age
- city and country of residence
- education level
- number of dependants
- driver’s license number
- tax returns and personal financial information
- birth certificate

You may choose not to provide your Personal Information; however, providing this information is a prerequisite for applying for CBPWEF scholarships and making donations to the CBPWEF. You may mail the required Personal Information (embodied in the scholarship application or donation) to the following address or submit it via the Website, if applicable:

Colorado BPW Education Foundation  
P.O. Box 1189  
Boulder, CO 80306-1189

### **USAGE INFORMATION**

We may also utilize certain standard web measurement and tracking technologies such as “cookies,” web server logs, or other statistics programs to collect Usage Information and track and record how you use the Website. This data is anonymous and does not personally identify you. Usage Information helps us measure the success of the Website and its features or pages and to improve your online experience. We do not use spy ware, adware or any other similarly intrusive software.

### **USE OF INFORMATION COLLECTED**

We take privacy very seriously. We use your Personal Information only in order to verify identity, donor and payment information, and compliance with scholarship requirements such as U.S. citizenship and Colorado residency, or as expressly permitted by you. We may use the Usage Information to analyze, manage and improve the Website. We also use information such as your name and e-mail address to contact you, respond to your inquiries, and send you information.

### **DISCLOSURE OF YOUR INFORMATION**

We do not sell your Personal Information to third parties and have no intention of doing so in the future. Except as required by law, we will not share any of your personal information with any third party unless we have received your express permission to do so.

### **LINKED SITES**

Our Website may contain links to other websites which may have privacy policies that differ from our own. We are not responsible for the collection, use or disclosure of information collected through third-party websites and expressly disclaim any liability related to such collection, use or disclosure.

### **SECURITY PROCEDURES**

We make every effort to protect the security of your Personal Information. We take commercially reasonable precautions and have implemented commercially reasonable technical measures intended to protect against the risks of unauthorized access to, erroneous disclosure of, and unlawful interception of Personal Information. However, your email transmissions and/or other communications containing Personal Information may be unlawfully intercepted or accessed by third parties and/or the Website may be subject to hostile network attacks or administrative errors. We cannot and do not guarantee the security of any information received by us. Once we receive your Personal Information, we take steps that we believe are commercially reasonable to limit access to your Personal Information to only those employees and Board of Trustee members whom we determine need access to the Personal Information to carry out the scholarship selection process and donation process. However, even after we receive your Personal Information, we cannot guarantee that your Personal Information may not be accessed, disclosed, altered, or destroyed as a result of a breach of our commercially reasonable efforts or as a result of any other event beyond our reasonable control. Accordingly, we cannot and do not guarantee that your Personal Information is completely secure and safe from such risks. **FOR THE AVOIDANCE OF DOUBT, WE EXPRESSLY DISCLAIM ANY REPRESENTATION OR WARRANTY, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO ENSURING, GUARANTEEING OR OTHERWISE OFFERING ANY**

**DEFINITIVE PROMISE OF SECURITY IN CONNECTION WITH YOUR PERSONAL INFORMATION OR USAGE INFORMATION.**

**CONTACT INFORMATION**

If you have any questions or comments with respect to the Privacy Policy or your rights hereunder, please contact us at [office@cbpwef.org](mailto:office@cbpwef.org).

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