



WEBSITE PRIVACY POLICY¹

Information Practices

The Endowment Fund of the Phi Kappa Psi Fraternity (d/b/a Phi Kappa Psi Foundation; Phi Psi Foundation) (the "Foundation"), understands that security and privacy are important issues for visitors to our websites, www.PKPFoundation.org, www.Laurel-Hall.org and www.NelsonLeadershipInstitute.org (collectively the "Site"), and recognizes our obligation to keep your information secure and confidential. That is why we maintain the following standards to help protect information that personally identifies you. We may modify this Privacy Policy (the "Policy") at any time and, accordingly, we urge you to frequently review the Policy. We will always apply the Policy under which your information was collected, unless we obtain your prior consent for additional disclosure, or are legally required to disclose, as noted below.

Collection of Information

You may be asked to voluntarily provide your name, address, phone number, email address, credit card number, billing address, educational information, financial information or other personally identifiable information ("Personal Information") to make online donations, complete grant and scholarship applications, or to have access to some features of the Site. By using the Site and providing us with your Personal Information, you consent to our use of such information as described in this Policy. You may always refuse to provide your Personal Information, but this may lead to our inability to provide you with certain services. We may also collect information that is anonymous, such as your IP number (a number used to identify your computer on the Internet) or the type of browser you are using ("Anonymous Information"), through the use of cookies or by other means. We hope that, by using Anonymous Information, we can update the Site to make it more useful to you and other users. We reserve the right to maintain, update, disclose or otherwise use Anonymous Information, without limitation.

Use of Personal Information

We use your Personal Information for the following purposes, as applicable: to process online donations and administer your account; to process grant and scholarship applications; to administer and improve the Site and related services; to notify you of events or information that may be of interest to you; to provide Internet security; and to meet legal requirements. The Foundation may work with third party service providers who perform certain functions on our behalf, including, for example, collecting electronic grant and scholarship applications, sending email messages, processing credit card payments, managing data or stewarding contributions. These third party service providers may have access to your Personal Information only to the extent necessary to perform their specific functions for the Foundation and may not use it for any other purpose. Other than for the specific purposes set forth in this Policy, we will not disclose your Personal Information unless we obtain your prior consent or are legally required to do so.

Privacy of Children

We encourage parents and guardians to be aware of and participate in their children's online activities. The Foundation strictly adheres to the Children's Online Privacy Protection Act and will not knowingly collect, use,

¹ Policy modified 2019.01.24

or disclose Personal Information from any child under the age of thirteen (13) in any manner that violates this law.

Your Opportunity to Opt-out of Email Correspondence

In the event you do not wish to receive informational emails from the Foundation, please follow the opt-out instructions contained within the body of any email message you receive.

Cookies

When you visit the Site, the Foundation or one of its partners may store or recognize some information on your computer in the form of a "cookie" or similar file that can help us improve the Site. For example, the use of cookies allows us to tailor the Site to better match your interests and preferences. With most Internet browsers or other software, you can erase cookies from your computer hard drive, block all cookies, or receive a warning before a cookie is stored. Please refer to your browser instructions to learn more about these functions. If you reject cookies, functionality of the Site may be limited, and you may not be able to take advantage of some of the Site's features.

Links

The Site may contain links to web sites operated by third parties. These links are provided to you for informational purposes only; once you connect with another site by choosing a link, you will no longer be on the Foundation's Site. Please review each linked website's privacy policy, and if you do not agree to be bound by the terms of the policy governing that site, terminate your visit to that site. We are not responsible for the privacy policies, practices, or content of websites operated by third parties. Therefore, the Foundation disclaims any liability for any third party's use of your Personal or Anonymous Information obtained through using the third party website.

Security

We have procedures in place to protect the privacy and confidentiality of your Personal Information that we collect and maintain. All Personal Information is stored on our secured servers, behind a firewall at a data center with access to data strictly controlled. We use Secure Sockets Layering (SSL) to encrypt your personal credit information, including your credit card number, before it travels over the Internet. Any unauthorized use of the Site may result in criminal and/or civil prosecution.

Contacting Us or Modifying Your Personal Information

If you have any questions or comments about this Policy or you wish to update your Personal Information, please contact us by email at info@pkpfoundation.org. Please make any communications as complete and descriptive as possible, and we will attempt to respond promptly to your concerns.

Donor Privacy Policy

In addition to this Website Privacy Policy, the Foundation also has more specific privacy and confidentiality policies regarding information collected in connection with donations to the Foundation. You may request a copy of the Foundation's Policies by email at info@pkpfoundation.org or by mail at 5395 Emerson Way, Indianapolis, IN 46226. The Foundation's Policies also are available at the Foundation's website at www.pkpfoundation.org.



DONOR PRIVACY POLICY²

The Endowment Fund of the Phi Kappa Psi Fraternity (d/b/a Phi Kappa Psi Foundation; Phi Psi Foundation) (the "Foundation"), understands that security and privacy are important issues for our donors ("Donors") and recognizes our obligation to keep Donors' information secure and confidential. As such, we are committed to protecting the privacy of Donors' personal and financial information, pursuant to the provisions of this Donor Privacy Policy.

Collection and Protection of Information

In connection with making a donation, the Foundation may ask a Donor to provide his or her name, address, phone number, email address, credit card number, billing address, or other personal information (the "Personal Information"). It is the policy of the Foundation to keep all Personal Information about our Donors private and confidential. Accordingly, the Foundation will not disclose any Personal Information about our Donors or their gift commitments as outlined in donation agreements, pledge forms or other documentation to anyone, except as described in this Donor Privacy Policy, as otherwise required by law, as needed to process a donation/complete the gift, or with the express permission of such Donors.

Donor Recognition. The Foundation recognizes the generosity of our donors by publishing general donor information, such as donors' names, chapters and graduation/initiation years (as applicable), and giving levels on the Foundation's website, in various donor recognition reports, and similar materials ("Donor Recognition Materials"). From time to time, the Foundation publishes donor photographs and testimonials in our Donor Recognition Materials. The Foundation also honors and respects all requests for anonymity: Donors who wish to remain anonymous or who prefer not to have their gifts to the Foundation publicized are asked to communicate that desire to the Foundation at the time that they make their gift.

Third Party Service Providers. The Foundation may work with third party service providers who perform certain functions on our behalf, including, for example, providing assistance in the processing and administering gifts to the Foundation. These third party service providers may have access to Donors' Personal Information only to the extent necessary to perform their specific functions for the Foundation and may not use or disclose it for any other purpose. We maintain physical, electronic, and procedural safeguards to protect our Donors' Personal Information. The Foundation requires all third party service providers working on its behalf to similarly safeguard Personal Information about the Foundation's Donors.

Contacting Us or Modifying Your Personal Information

If you have any questions or comments about this Donor Privacy Policy or you wish to update your Personal Information, please contact us by email at info@pkpfoundation.org or by mail at 5395 Emerson Way, Indianapolis, IN 46226.

Website Privacy Policy

In addition to this Donor Privacy Policy, the Foundation also has a more specific privacy policy regarding information collected through the Foundation's website. To view that policy, please visit the Foundation's websites at www.pkpfoundation.org or www.laurel-hall.org.

² Policy modified 2012.04.01



DONOR CONFIDENTIALITY POLICY³

Your trust and confidence are important to us. The purpose of this policy is to state the Endowment Fund of the Phi Kappa Psi Fraternity's (d/b/a Phi Kappa Psi Foundation; Phi Psi Foundation) (the "Foundation") position on donor confidentiality and donor anonymity and will guide the actions of the Board of Trustees, the Chief Executive Officer ("CEO") and staff and committee members who may serve the Foundation, regarding the rights of donors and potential donors to confidentiality regarding their transactions with the Foundation.

The Foundation recognizes that the operation of the Foundation requires the maintenance and management of extensive donor and prospect records. Donor records often contain sensitive information that has been shared with or developed by Foundation staff and volunteers on a confidential basis. "Records" means all files, including electronic data, containing information on donors or prospective donors to the Foundation.

Information about donors and donations is handled with respect and confidentiality. Employees and volunteers of the Foundation are not permitted to use this information for any purpose other than to carry out the services they are performing for the benefit of the Foundation.

CONFIDENTIALITY OF RECORDS

The CEO shall be responsible for maintaining the confidentiality of donor and prospect records and will ensure that all staff have clear direction regarding the confidentiality of records through the establishment of appropriate operating procedures. The CEO may, in the CEO's discretion, make all or part of any record available to staff members or volunteers if essential to them in executing their responsibilities. Disclosure decisions will honor the wishes of donors related to disclosure unless a larger legal issue is related. The Foundation will not sell, share, or trade your personal information for third party fundraising or marketing purposes. The Foundation does not sell its mailing lists.

To carry out its responsibilities, the Board of Trustees or committee members may need to review donor/prospect records. They shall respect the Foundation's significant interest in protecting the sensitive nature of those records and shall maintain these policies for donor confidentiality.

The Foundation's auditors are authorized to review donor and prospect records as required for the purposes for which they are engaged. Gift agreements are considered "strictly confidential information" and are not public documents. Particulars of a gift agreement will not be shared with the general public or other parties unless the donor has granted permission to do this.

PUBLICATION OF DONOR NAMES

The names of donors may be listed in the Foundation's annual report, on the website and/or in similar public relations communications. Exceptions will be made for any donor who specifically requests anonymity.

The Foundation will not publish the specific amount of any donor's gift without the permission of the donor.

Donors making gifts to the Foundation by bequest or other testamentary device are deemed to have granted such permission, unless otherwise noted.

³ Policy modified 2012.04.01



HONOR/MEMORIAL GIFTS

The names of donors of memorial or honor gifts may be released to the honoree, next of kin or individual(s) designated by the immediate family, unless otherwise specified by the donor. Gift amounts are not to be released without express consent of the donor.

ANONYMOUS GIFTS

The CEO is authorized to accept anonymous gifts to the Foundation. In the event the CEO is uncertain about the desirability of accepting an anonymous gift, the CEO shall consult with the Executive or Development Committee. The CEO shall disclose to the Development/Executive Committee, upon a request by a majority of the Development/Executive Committee, the names of any anonymous donors.

KINDS OF INFORMATION

The Foundation defines “personal information” as information that can be used to distinguish, identify or contact a specific individual. It does not include publicly available information such as business contact information, names, addresses and telephone numbers as published in public sources, such as telephone directories. Credit card information is handled by a secure third party and used only to process payment initiated by a person contacting the Foundation.

HOW WE USE IT

The Foundation collects, uses and discloses personal information concerning our donors for the following reasons:

- To establish a relationship and communicate with donors
- To understand who our donors are and how we may improve our stewardship, outreach and services to meet their preferences and expectations
- To process a donation (e.g. a credit card transaction)
- To issue a tax receipt
- To recognize contributions
- To meet requirements imposed by law

