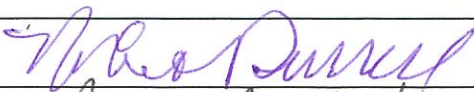





NORTHWEST FOUNDATION, INC.

NORTHWEST MISSOURI STATE UNIVERSITY

Policy Name:	Privacy Policy
Effective Date:	April 23, 2021
Foundation Board President Signature:	
Executive Director Signature:	

Privacy Policy

1. Statement of Purpose

Northwest Foundation (“Foundation”) respects the privacy of its constituents and this privacy statement explains how we collect, store, manage, and protect your data. It outlines the types of data that we hold and how we use this data to provide services to our donors, alumni, students and supports. Our intention is to be clear when we collect your personal information and tell you what we do with it.

2. Who we are and what we do

The foundation supports Northwest Missouri State University (“University”) through contact with alumni, students and supporters of the University. We do this by offering a range of academic, social and networking events, and printed and online publications and communications. We also fundraise to support the University’s students, capital projects, teaching and research. In order to do this, we have a database that contains personal data collected by the Foundation during the course of our relationship with our students, alumni, donors and friends.

3. Website Collaborations

The Northwest Foundation and University Advancement website is hosted by Northwest Missouri State University and their privacy policy can be found at <https://www.nwmissouri.edu/compserv/privacy-policies.htm>

A portion of our website is hosted by a third party vendor and a link to their privacy policy is on our website.

4. The personal data we store and process

The personal data we store and process may include:

- Contact Information: address, phone, email, social media accounts
- Demographic Information: race, ethnicity, gender, age, birthdate, marital status
- Relationships: parents, children, relatives, friends
- School information: degrees, majors/minors, school activities, class year, other institutions attended, scholarships received

- Employment history: job title, employer, location
- Financial information: gift history, credit card number (encrypted and obscured)
- Communications: meetings, calls and emails between constituent and Northwest employees may be documented
- Volunteer activities: activities conducted on behalf of the University or the affiliates
- Engagement activities: interaction with the University or affiliated organizations in meetings, groups, events or social media
- Other information: other information you provided us in the process of conducting business with Northwest or obtained from other publically available sources

5. How we use your data

We use your personal data for the purposes described below, on the basis of our legitimate interests (for example, sending the alumni magazine to alumni), pursuant to a contractual agreement (for example, to provide required tax information), or per your consent, where applicable, all in order to advance the Interests of Northwest Missouri State University and its affiliated organizations.

6. How we protect your data

We are committed to holding your data securely and treating this data with sensitivity. Although no organization can guarantee that data in its possession is completely immune to a breach, we endeavor to protect your information by maintaining an extensive information security program. Your data is held in a database hosted on a secure server by a third party vendor whose security systems have been reviewed by independent auditors. Access to the Northwest Foundation constituent database is restricted according to job roles and users are required to sign a confidentiality agreement.

We partner with third-party web services vendors to procure secure online giving and ecommerce transactions for online transactions. Vendors are required to maintain compliance with the Payment Card Industry Data Security Standard (PCI DSS) and the Payment Application Data Security Standard (PADSS) to ensure your ecommerce transaction data is encrypted and protected. These standards are endorsed by the PCI Security Standards Council, founded by American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa, Inc.

7. With whom we share your data

Access to the Northwest Foundation constituent database is available to Northwest Missouri State University and its affiliated organizations, as needed to advance their university-related missions and to support the overall mission of Northwest Missouri State University. We will retain your personal data for as long as necessary for the purposes set out in this policy.

We provide information to vendors and service providers who support our business functions. We sometimes share information with third-party vendors and service providers or with organizations that may be commercial in nature if we determine there is a benefit to our alumni and friends. You have the right to request not to be included in these activities and we will honor your request. Instructions on how to opt-out of these activities are included in Section 7.

Examples of when we might utilize third-party vendors include those that provide services such as payment processing, information updates, market segmentation, asset and wealth screening,

relationship management and other marketing services. By doing so, we aim to get a better understanding of which of our services, activities and appeals may be of interest to you, and how to best contact you. We only share information with our vendors once they sign an agreement with obligations governing confidentiality and data security.

Information about you may also be shared when we believe it is reasonably necessary to comply with a valid legal process (e.g., subpoenas, warrants, public information requests, etc.) or to protect the right, property, or safety of our employees, users or organization. If we are compelled to disclose your personal information to law enforcement, we will do our best to provide you with advanced notice, unless prohibited by law.

8. Your rights

The Foundation considers its relationship with alumni and supporters to be lifelong, and we will use your details until you tell us you no longer wish to hear from us. We will try to ensure that the data we hold for you is up-to-date and accurate.

You have the right to:

- Request a copy of the information we hold about you;
- Update or amend the information we hold about you;
- Change your communication preferences at any time;
- Have us remove your personal information from Foundation records;
- Object to the processing of your information for any of the purposes outlined above; or
- Opt out of all communication from the Foundation.

9. Updating information and communication preferences

You have a choice on whether you want to receive information about Northwest Missouri State University and about your preferred method of communication with us. At any time, you may request we no longer use your personal information to contact you for engagement or fundraising purposes. If you want to view or update your record, update your contact preferences or opt-out of future communications, please contact us by using any of the options listed below.

Email: foundation@nwmissouri.edu

Phone: 660-562-1248

Mail:

Lori Steiner

Northwest Foundation, Inc.

800 University Drive

Maryville, MO 64468