



## **Limbs for Life Foundation Privacy Policy\***

Limbs for Life (LFL) is committed to maintaining your confidence and trust, and accordingly, maintains the following privacy policy to protect your personal information.

### **Our Commitment to Security**

The LFL website utilizes Hypertext transfer protocol secure (HTTPS), that is, the security protocol that encrypts data sent between a user and a website that encrypts donor and client information whenever requested online.

Personal information is accessible only by LFL staff and contracted platforms necessary to process donations and client applications. All LFL agents and contractors with access to personal information are bound to adhere to this policy as part of their contract with LFL.

LFL's donor platform, **Bloomerang/Qgiv**, processes personal information pursuant to their agreement with LFL as a "processor." LFL contracts with ZOHO, a HIPPA compliant platform, to process client application request forms and data collection management.

Use and sharing of information is governed by LFL's privacy and confidentiality policy noted under ***How Your Information May Be Shared***.

### **Personal Information Collected by LFL**

LFL collects the following types of personal information: names, postal and e-mail addresses, phone and facsimile numbers, donations, client application information, and complaint and inquiry information.

### **LFL's Use of Your Personal Information**

LFL will use your personal information for the purposes for which it was submitted such as to reply to inquiries, concerns, processing donor billing, and processing prospective client requests related to program participation. We use information necessary to provide operational information required for a client's service by a clinic partner, and in-program recordkeeping for all internal data collection and reporting. **Annual reporting** may lead to the publication of aggregate demographic data but will not result in the reporting or publication of any personal information provided to us.

### **How Your Information May Be Shared**

All information about donors and prospective donors, including but not limited to their names, the names of their beneficiaries, the nature and amounts of their gifts, and the sizes of their estates will be kept strictly confidential by LFL and its representatives, **unless** the donor grants permission to release such information. Donor names are broadly recognized in newsletter donor spotlight throughout the year, unless requested to be anonymous. All requests by donors for anonymity will be honored, except to the extent that LFL is legally required to disclose the identity of donors.

Client information shared between LFL and client selected Prosthetic Clinic ("Clinic") is limited to information relevant and required for LFL to approve, fund, and—in partnership with the Clinic—reimburse the Clinic for the design, casting, and/or fitting required for the client's final walk-out with a new custom prosthetic limb, whether the LFL funded client or parts-only client.



**We will also release personal information under the following circumstances:**

Where release is required by law (for example, a subpoena) or regulation, or is requested by an agency for governmental investigative purposes or governmental proceedings;

To appropriate persons, where your communication suggests fraudulent activity, possible harm to others, or other deceptive practices that a governmental agency should be made aware.

**Your Personal Information – Help Us Keep It Accurate**

If your personal information changes or you would like to review the personal information we may have on file, please email us with the new information or your review request at [admin@limbsforlife.org](mailto:admin@limbsforlife.org).

**Computer Tracking and Cookies --VI to concur paragraph 1**

Our website is not set up to track, collect, or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to provide better services to the public and may also be provided to others; however, the statistics contain no personal information and cannot be used to gather such information.

A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. LFL uses non-identifying cookies to provide easier site navigation and access to forms. You can still use the LFL site if your browser is set to reject cookies. Our cookies do not generate personal data, do not read personal data from your machine, and are never tied to anything that could be used to identify you.

**International Donors or Clients**

If you are visiting the LFL site from outside the United States, be aware that your information will be transferred to, and maintained on, computers located within the United States. The collection, use, retention, and any other processing of your information will be governed by the laws of the United States, and further, by the specific jurisdictions within the United States where that information is stored unless otherwise specified.

*\*Limbs for Life Foundation reserves the right to modify this privacy policy at any given time.*

**Problem or Concern**

If you have concerns regarding LFL's compliance with this privacy policy, you may contact us at [admin@limbsforlife.org](mailto:admin@limbsforlife.org).

*Dated: November 8, 2024*

*Board Approved: December 11, 2024*