



The Chicago Bar Foundation (CBF) Donor Privacy Policy
(Adopted October, 2005)

Your privacy is very important to us. The CBF has formal procedures in place to ensure the privacy of its donors. For individual donors, the CBF may acknowledge names of donors in annual reports and similar publications and on plaques on display at the CBF's offices. For law firm, corporate and other organizational donors we will generally publicize contributions in publicity surrounding special events, annual reports and other CBF publicity. The CBF will not sell or otherwise provide information regarding CBF donors to any other organization. All CBF donors have the option at any time to request that their names not be published in CBF materials or publicity.

All methods of giving are processed using secure transactions. Any transaction, whether credit card, check or other form of donation, which provides personal information about an individual, will be treated as private and protected information. This applies in every case, regardless of how a donor chooses to submit that information. If you elect to donate to the CBF online, your donor giving information will be protected by state of the art encryption technology (currently, 128-bit) employed on our server.

The CBF protects your personal information through physical, technical and organizational measures. The CBF will apply the appropriate methods to secure your personal information against unauthorized access and to preserve the accuracy and proper use of that information. All of the information that is obtained and maintained by the CBF is done through safe, private and secure systems with user names and passwords for every individual having access to the those systems. In addition, the CBF requires all employees to keep confidential the information that they have access to, in accordance with this privacy policy.

The CBF will review and update its Privacy Policy. We will do so on a regular basis and will amend the policy in a timely fashion, as dictated by changes in circumstances. The CBF will always post the most current form of this Privacy Policy on our website. You may also request a copy of our current Privacy Policy at any time by contacting us as specified below.

The CBF will make every reasonable effort to keep your files complete, up-to-date and accurate. Should you wish to update or correct your personal contact information, remove yourself from any or all of our contact lists, or discuss a privacy concern with us, please contact Karen Hamilton at 312-554-1204 or khamilton@chicagobar.org.