

NOTICE OF PRIVACY POLICY

This notice is being provided by The United Methodist Stewardship Foundation of Central Pennsylvania to all appointed clergy and clients.

The Stewardship Foundation collects and maintains non-public personal information (account balances, payments, income, other personal and financial information) provided by you the donor, account or church, or obtained by us with your authorization so that we can assist you in reaching your charitable and/or financial goals. All professionals who advise donors and accounts on personal financial matters are required by federal law to inform their donors and accounts of their policies regarding privacy of non-public personal information.

We understand the importance of safeguarding this information in order to protect your privacy rights. We only use the information provided to serve the individual donor, account or church. Only employees and officers of The Stewardship Foundation who have a need to know have access to your non-public personal information. All employees and officers of The Stewardship Foundation who have access to your information are required to keep this information confidential and are subject to disciplinary action, including dismissal, if they fail to comply with that requirement.

For current donors and accounts and former donors and accounts, we do not disclose your non-public personal information to anyone, except as required by law (e.g. 1099R Form listing income from a gift annuity) or approved by you (e.g. your accountant, attorney, financial planner, broker or family members).

We do not allow anyone to use our mailing lists. If a United Methodist entity has an interest in informing you of its need, it must be approved by **the Executive Director** and supply the printed material to us to be included in one of our mailings.

The Stewardship Foundation maintains physical, electronic and procedural safeguards to protect your non-public personal information. These safeguards include locked offices, locked fire-resistant file cabinets, building security system, passwords to all computers; limited employee access by password to trust accounting programs and money handling; and accounting procedures recommended by our auditing firm.

Please call **the Executive Director** if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality services are very important to us.

The United Methodist Stewardship Foundation of Central Pennsylvania (hereafter “The Foundation”) is committed to keeping the personal information collected from its potential, current and former clients confidential and secure. The proper handling of personal information is one of The Foundation’s highest priorities. The Foundation wants to be sure you know why it needs to collect personal information from you. It also wants to explain to you its commitment to protect the information you provide to it. The Foundation never sells your information to any outside parties.

Internet Access

The Foundation maintains a website for informational purposes only. Accessing the website in no way compromises your privacy since The Foundation gathers no personal information from you and it does not utilize Cookies, Graphics Interchange Format (GIF's), or any other web tools. You should check the privacy policy for any links provided upon leaving our website.

The Foundation provides access to your securities accounts via the internet. Your password is your private entry key in to your account. You should never share it with anyone and you should change it periodically.

After you've finished accessing your securities account, don't forget to log off. This prevents someone else from accessing your account if you leave your computer and your session hasn't "timed out," or automatically shut down.

Employee Access to Information

Only employees with a valid business reason have access to your personal information. These employees are educated on the importance of maintaining the confidentiality and security of this information. They are required to abide by The Foundation's information handling practices.

Protection of Information

The Foundation maintains security standards to protect your information, whether written, spoken, or electronic and it updates and checks its systems to ensure the protection and integrity of information.

Maintaining Accurate Information

The Foundation's goal is to maintain accurate, up-to-date client records. The Foundation has procedures in place to keep information current and complete, including timely correction of inaccurate information.

E-Mail

Should you send The Foundation your questions and comments via e-mail to any mailbox provided by The Foundation, it will share your correspondence with its employees or agents most capable of addressing your questions and concerns. The Foundation retains your communication until it has done its very best to provide you with a complete and satisfactory response. Ultimately, The Foundation either discards your communication or archives it according to The Foundation's requirements.

Please note that, unless The Foundation expressly advises you otherwise, its e-mail facilities do not provide a means for completely secure and private communications between The Foundation and you, the User. Although every attempt will be made to keep your information confidential, from a technical standpoint there is still a risk. For that reason, please do not use e-mail to communicate information to The Foundation you consider to be confidential. If you wish, you may contact The Foundation instead via telephone or by facsimile. Additional security is available to you if you equip your internet browser with 128-bit "secure socket layer" encryption, which provides more secure transmissions.

Disclosure of The Foundation's Privacy Policy

The Foundation recognizes and respects the privacy concerns of its potential, current and former customers and is committed to safeguarding this information. As a member of the financial services industry, The Foundation is sending you this Notice of Privacy Policy for informational purposes and will update and distribute it as required by law. It is also available upon request.

The Foundation verifies its clients' identity to actively prevent, deter, and detect illegal financial activity.

As of July, 2003, pursuant to the USA PATRIOT Act, all clients who open new accounts with The Foundation will be required to provide identification verification documents to help establish their identity. At a minimum, The Foundation will verify, to the extent reasonable and practicable, the identity of any customer seeking to open an account, maintain records of information used to verify a customer's identity, and check to ensure that a client does not appear on any published government terrorist lists.

Opt Out Provisions

The Foundation does not sell your personal information to anyone. The law allows you to "opt out" of only certain kinds of information sharing with third parties. The Stewardship Foundation does not share personal information about you with any third parties that triggers this opt-out right. This means **YOU ARE ALREADY OPTED OUT.**

**Approved by The United Methodist Stewardship Foundation's
Board of Directors February 9, 2008.**

***The United Methodist Stewardship Foundation of Central Pennsylvania
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