

Privacy Policy

1. TERMS AND CONDITIONS OF USE

A. **All Content on CORNERSTONE ALLIANCE Web Sites is Proprietary and Is Protected by Law, Including the Copyright and Intellectual Property Laws**

Software, documentation, electronic text and image files, audio and video clips and all other content on this web site are proprietary and are protected by copyright and intellectual property laws and may be covered by other restrictions as well.

CORNERSTONE ALLIANCE retains all rights, including copyright, in data, image, text, and any other information contained in this site or its files. Copyrights and other proprietary rights in the material on this site may also subsist in individuals and entities other than, and in addition to, CORNERSTONE ALLIANCE. CORNERSTONE ALLIANCE expressly prohibits the copying of any protected materials on this site without written permission. Permission from CORNERSTONE ALLIANCE for such use is granted on a case by case basis at the sole discretion of CORNERSTONE ALLIANCE. All requests should be directed to info@cstonealliance.org. For use of copyrights and other proprietary rights that may subsist in third parties other than and in addition to CORNERSTONE ALLIANCE, those third parties must also be contacted directly for permission to copy and use their protected materials.

B. **Disclaimer of Liability**

CORNERSTONE ALLIANCE provides this web site as a public service for informational purposes. In providing information on this site, CORNERSTONE ALLIANCE has attempted to be as accurate, complete and timely as possible. However, CORNERSTONE ALLIANCE makes no claims, guarantees or promises about the accuracy, currency, or completeness of the information provided. In no event shall CORNERSTONE ALLIANCE be liable for any errors or omissions with respect to any information on this site. Users are solely responsible for compliance with the copyright and intellectual property laws with respect to use of any and all information gained from this site or links available on or through this web site.

C. **Links to Third Party Web Sites and Third Party Transactions**

This web site provides links to sites of government agencies and other organizations maintained by third parties. A link does not constitute an endorsement, express or implied, of the content, viewpoint, accuracy, opinions, policies, products, services, or accessibility of that web site. Links to third-party web sites are provided as a convenience to the user; CORNERSTONE ALLIANCE does not control, endorse or recommend their content. Once you link to another web site from this web site, you are subject to their terms and conditions of that web site. The third party web sites and users of those sites are solely responsible for compliance with the copyright and intellectual property laws and the compilation and use of any and all information on the third party web site.

CORNERSTONE ALLIANCE does not assure the accuracy of any information provided

by a third party that is available on CORNERSTONE ALLIANCE's web sites, including representations available through the "Sites and Buildings" page or representations made by local organizations or private businesses.

CORNERSTONE ALLIANCE has no responsibility relating to any transactions undertaken or contractual relationships entered into between third parties through or as a result of links to third party web sites or representations made on or through CORNERSTONE ALLIANCE's web sites, including representations available through the "Sites and Buildings" page.

D. Third Party Web Site Links to This Web Site

Linking by third party web sites to this web site is strictly prohibited unless CORNERSTONE ALLIANCE grants express written consent. All requests to link to this site should be directed to info@cstonealliance.org.

E. Accessibility

If you have any questions or concerns about the accessibility of any part of this Web site please contact us via email at info@cstonealliance.org.

2. PRIVACY

A. Definitions

The following definitions apply to, and appear in *italics*, in this privacy policy:

Personal Information shall mean any information concerning a natural person which, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person.

CORNERSTONE ALLIANCE shall mean CORNERSTONE ALLIANCE, a Michigan nonprofit corporation and any of its related organizations.

User shall mean any natural person who uses the internet to access a CORNERSTONE ALLIANCE website.

B Introduction

Thank you for visiting the CORNERSTONE ALLIANCE ("CORNERSTONE ALLIANCE") web sites (hereinafter referred to simply as "web site"). The web site is designed to make it easier and more efficient for individuals and businesses to get information from and, in certain circumstances, to interact with CORNERSTONE ALLIANCE. CORNERSTONE ALLIANCE recognizes the importance of protecting web site visitor's privacy and has taken measures to protect *users* privacy with respect to visit to this web site.

Consistent with the provisions of the Internet Security and Privacy Act, the Freedom of Information Law, and the Personal Privacy Protection Law, this policy describes CORNERSTONE ALLIANCE's privacy practices regarding information collected from

users of this web site. This policy describes what information is collected and how that information is used. Because this privacy policy only applies to CORNERSTONE ALLIANCE's web site, you would be well advised to examine the privacy policy of any web site that you may access.

For purposes of this policy, "*personal information*" means any information concerning a natural person which, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person. *CORNERSTONE ALLIANCE does not collect any personal information about you unless you provide that information voluntarily by sending an e-mail, responding to a survey, or completing an on-line transaction.*

C. Summary of Privacy Policy

CORNERSTONE ALLIANCE respects your privacy. CORNERSTONE ALLIANCE will not collect personal identifying information about you when you visit our web sites, unless you choose to provide us with that information. Exceptions to this policy are when such information is required for law enforcement investigations or in the case of hackers, or others who might attempt to do harm to CORNERSTONE ALLIANCE's system. CORNERSTONE ALLIANCE will not retain "cookies" except for what is necessary to run the system. CORNERSTONE ALLIANCE may archive web server activity logs or related summaries at our discretion for an indefinite period to be used to study site usage and to aid in our efforts to improve all aspects of our sites. CORNERSTONE ALLIANCE will retain e-mail communications long enough to allow us to appropriately respond and further as deemed appropriate in CORNERSTONE ALLIANCE's sole discretion.

If you do submit personal information and requests via this web site, that information may be used only by CORNERSTONE ALLIANCE or its affiliates and only: (1) in the compilation of data for use only by the CORNERSTONE ALLIANCE and its affiliates; or (2) to provide you with information or materials about CORNERSTONE ALLIANCE or to distribute prizes. This information will not be shared with any other organization.

Where appropriate, CORNERSTONE ALLIANCE may add additional terms and conditions of use and privacy for certain interactive events or programs. In such circumstances, access to the additional terms and conditions will be conspicuously displayed.

D. Information Collected Automatically When You Visit this Web Site

When visiting this web site CORNERSTONE ALLIANCE automatically collects and stores the following information about your visit:

- i. *User* client hostname. The hostname or Internet Protocol address of the *user* requesting access to a *CORNERSTONE ALLIANCE web site*.
- ii. HTTP header, "*user* agent." The *user* agent information includes the type of browser, its version, and the operating system on which that the browser is running.

- iii. HTTP header, "referrer." The referrer specifies the web page from which the user accessed the current web page.
- iv. System date. The date and time of the *user's* request.
- v. Full request. The exact request the *user* made.
- vi. Status. The status code the server returned to the *user*.
- vii. Content length. The content length, in bytes, of any document sent to the *user*.
- viii. Method. The request method used.
- ix. Universal Resource Identifier (URI). The location of a resource on the server.
- x. Query string of the URI. Anything after the question mark in a URI.
- xi. Protocol. The transport protocol and the version used.

None of the foregoing information is deemed to constitute *personal information*. The information that is collected automatically is used to improve this web site's content and to help CORNERSTONE ALLIANCE understand how *users* are interacting with the web site. This information is collected for statistical analysis, to determine what information is of most and least interest to our *users*, and to improve the utility of the material available on the web site. The information is not collected for commercial marketing purposes and CORNERSTONE ALLIANCE is not authorized to sell or otherwise disclose the information collected from the web site for commercial marketing purposes.

E. Cookies

Cookies are simple text files stored on your web browser to provide a means of distinguishing among *users* of this web site. The use of cookies is a standard practice among Internet web sites. To better serve you, we occasionally use "session cookies" to enhance or customize your visit to this web site. Session cookies can be created automatically on the device you use to access this *CORNERSTONE ALLIANCE web site*, and generally do not contain *personal information* and do not compromise your privacy or security. We may use the cookie feature to store a randomly generated identifying tag on the device you use to access this web site. Depending upon your system settings, session cookies may be erased during operation of your browser or when your browser is closed.

You may be able to personalize your computer with respect to this web site and permit a "persistent cookie" to be stored on your computer's hard drive. If not currently available, this option may be available in the future. A persistent cookie would allow the web site to tailor information presented to you based on your past needs and interests. CORNERSTONE ALLIANCE would use persistent cookies only with your permission.

The software and hardware you use to access the web site allows you to refuse new cookies or delete existing cookies. Refusing or deleting these cookies may limit your ability to take advantage of some features of this web site.

F. Information Collected When You E-mail or Complete a Transaction

During your visit to this web site you may send an e-mail to CORNERSTONE ALLIANCE. Your e-mail address and the contents of your message will be collected. The information collected is not limited to text characters and may include audio, video, and graphic information formats included in the message. Your e-mail address and the information included in your message will be used to respond to you, to address issues you identify, to improve this web site, or to forward your message to another CORNERSTONE ALLIANCE for appropriate action. Your e-mail address is not collected for commercial purposes and the CORNERSTONE ALLIANCE is not authorized to sell or otherwise disclose your e-mail address for commercial purposes.

During your visit to this web site you may complete a transaction such as a survey, registration, or order form. The information, including *personal information*, volunteered by you in completing the transaction is used by CORNERSTONE ALLIANCE to operate CORNERSTONE ALLIANCE's programs, which include the provision of goods, services, and information. The information collected by CORNERSTONE ALLIANCE may be disclosed by CORNERSTONE ALLIANCE for those purposes that may be reasonably ascertained from the nature and terms of the transaction in which the information was submitted.

Unless for a children's contest, CORNERSTONE ALLIANCE does not knowingly collect *personal information* from children or create profiles of children through this web site. *Users* are cautioned, however, that the collection of *personal information* submitted in an e-mail will always be treated as though it was submitted by an adult or with parental approval and supervision, and may, unless exempted from access by federal or State law, be subject to public access. CORNERSTONE ALLIANCE strongly encourages parents and teachers to be involved in children's Internet activities and to provide guidance whenever children are asked to provide *personal information* on-line.

G. Information and Choice

As noted above, CORNERSTONE ALLIANCE does not collect any *personal information* about you unless you provide that information voluntarily by sending an e-mail, responding to a survey, or completing an on-line form. You may choose not to send us an e-mail, respond to a survey, or complete an on-line form. While your choice not to participate in these activities may limit your ability to receive specific services or products through this web site, it will not normally have an impact on your ability to take advantage of other features of the web site, including browsing or downloading information.

H. Disclosure of Information Collected Through This Web Site

The collection of information through this web site and the disclosure of that information are subject to the provisions of the both Michigan and Federal law. CORNERSTONE ALLIANCE will only collect *personal information* through this web site or disclose *personal information* collected through this web site if the *user* has consented to the collection or disclosure of such *personal information*. The voluntary disclosure of *personal information* to CORNERSTONE ALLIANCE by the *user*, whether solicited or unsolicited, constitutes consent to the collection and disclosure of the information by

CORNERSTONE ALLIANCE for the purposes for which the *user* disclosed the information to CORNERSTONE ALLIANCE, as was reasonably ascertainable from the nature and terms of the disclosure.

However, CORNERSTONE ALLIANCE may collect or disclose *personal information* without consent if the collection or disclosure is: (1) necessary to perform the legal obligations of CORNERSTONE ALLIANCE; (2) made pursuant to a court order or by law; (3) for the purpose of validating the identity of the *user*; or (4) of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including *personal information*, collected through this web site is subject to the provisions of the Freedom of Information Act.

CORNERSTONE ALLIANCE may disclose *personal information* to federal or state law enforcement authorities to enforce its rights against unauthorized access or attempted unauthorized access to CORNERSTONE ALLIANCE's information technology assets.

I. Retention of Information Collected Through this Web Site

The information collected through this web site can be retained by CORNERSTONE ALLIANCE consistent with the requirements of Michigan Law. In general, the Internet services logs of CORNERSTONE ALLIANCE, comprising electronic files or automated logs created to monitor access and use of CORNERSTONE ALLIANCE services provided through this web site, may be retained as long as deemed necessary.

J. Access to Correction of Personal Information Collected via this Web Site

Any user may submit a request to CORNERSTONE ALLIANCE to determine whether personal information pertaining to that user has been collected through this web site. Any such request shall be made in writing and must be accompanied by reasonable proof of identity of the user. Reasonable proof of identity may include verification of a signature, inclusion of an identifier generally known only to the user, or similar appropriate identification. The address to which such requests should be made is:

Ron Griesinger, Chief Financial Officer
CORNERSTONE ALLIANCE
80 West Main Street
Benton Harbor, MI 49022

Within fifteen (15) business days of the receipt of a proper request CORNERSTONE ALLIANCE will attempt to provide a response or access to the *personal information*; deny access in writing, explaining the reasons therefore; or acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty (30) days from the date of the acknowledgment.

In the event that CORNERSTONE ALLIANCE has collected *personal information*

pertaining to a *user* through the CORNERSTONE ALLIANCE *web site* and that information is to be provided to the *user* pursuant to the *user's* request, the *user* has the right to request that the *personal information* be amended or corrected if not accurate.

K. Confidentiality & Integrity of Personal Information

CORNERSTONE ALLIANCE is strongly committed to protecting *personal information* collected through this web site against unauthorized access, use or disclosure. Consequently, CORNERSTONE ALLIANCE limits employee access to *personal information* collected through this web site to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information follow appropriate procedures in connection with any disclosures of *personal information*.

In addition, CORNERSTONE ALLIANCE has implemented procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of this web site as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

For web site security purposes and to maintain the availability of the web site for all *users*, CORNERSTONE ALLIANCE employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage this web site.

L. Privacy Policy Disclaimer

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through this web site.

M. Contact Information

For questions regarding this Internet privacy policy, please contact:

Ron Griesinger, Chief Financial Officer
CORNERSTONE ALLIANCE
80 West Main Street
Benton Harbor, MI 49022
269-925-6100