

## **Donor Privacy Policy**

The Foundation respects the privacy of its donors and is committed to ensuring the confidentiality of private information provided by donors.

### **External Disclosure:**

The Foundation does not provide, either by sale or by exchange, donor information to unaffiliated third parties.

### **Collection:**

The Foundation collects and maintains for its own use certain information about donors, including: (1) Name; (2) Contact information; (3) Giving history; and/or (4) Other information provided by the donor in the form of comments and suggestions.

### **Internal Use:**

The Foundation uses donor information to understand donors' interests in the Foundation's mission and services, to update donors on events, activities, and services that may be of particular interest, and for solicitation of charitable giving.

The Foundation may share donor information with staff, board members, consultants, and volunteers as needed for the following purposes: (1) Development; (2) Informational; and (3) Educational.

The Foundation's Annual Report includes donor names (unless the donor requests anonymity), campaign participation, and giving levels.

### **Secure Online Transactions:**

Foundation is committed to the privacy of donors who use the Foundation's website to make charitable contributions. The Foundation acts appropriately to protect the information of donors who use the website to make donations.

When a donor makes a donation using the Foundation website, the Foundation will request that the donor provide certain information necessary to process the transaction, including the donor's name, contact information and credit card information. The Foundation uses SSL, an industry-standard secure technology designed to prevent the theft or interception of information, to encrypt donor information provided on the Foundation website.

The Foundation uses credit card information only to obtain payment for the authorized transaction. The Foundation does not store or otherwise retain such information after the transaction is complete.