

## **BGCE Elko Donor Privacy Policy**

Boys & Girls Clubs of Elko (BGCE) maintains the highest level of respect for the privacy of its donors. The following is our donor privacy policy, which guides our volunteers and staff on how they may and may not use your personal information while honoring your rights as a contributor.

BGCE collects and uses personal information from donors that includes: name, address, telephone number, e-mail address and donor comments when a donor voluntarily provides it to us. In addition, BGCE keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used in our development process to analyze overall giving patterns in order to make accurate budget projections.

BGCE does not sell, trade, rent or share names, addresses, telephone numbers, or e-mail addresses of our donors. BGCE will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about news, upcoming fundraising events and other activities of BGCE
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Contact donors about changes to this policy

As a rule, BGCE publicly recognizes a donor by publishing a donor's name unless the donor explicitly chooses the "anonymous" field when making a donation by mail or online. Properly anonymized donor information can be used for promotional and fundraising activities.

If you have questions about this Donor Privacy Policy or if you wish to be removed from our e-mail/postal contact lists, then please email [rbahr@bgcelko.org](mailto:rbahr@bgcelko.org) or write to:

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