

INNER CITY YOUTH AND ADULT FOUNDATION SCHOLARSHIP FUND DONOR PRIVACY POLICY

The Inner City Youth and Adult Foundation Inc. Scholarship Fund maintains the highest level of respect for the privacy of its donors. This policy governs what information ICYAF collects and maintains about donors, and how it uses that information.

The information which ICYAF collects and maintains

ICYAF collects and maintains the following types of information when it is voluntarily provided to us by a donor:

- Contact information, such as name, address, telephone number and email address
- Giving information, including dates, donation amounts and purposes
- Information on events attended, publications received, and volunteer activities on behalf of ICYAF
- Information provided by the donor in the form of comments and suggestions
- Information regarding donor's relationship with Board members, other donors and related organizations

How ICYAF uses donor information

ICYAF uses the information which it collects and maintains about its donors for the following purposes:

- To analyze giving patterns
- To make budget projections
- To understand donors' interest in our mission and our various programs
- To distribute receipts and to thank donors for their contributions
- To inform donors about news, upcoming events and other activities of ICYAF
- To report to relevant state and federal agencies

ICYAF does not sell, rent, trade or share its donor lists with any other organization, and does not send out mailings on behalf of other organizations. While ICYAF identifies the names of its donors in its annual report and certain other event-specific publications,

ICYAF will honor the request of any donor to be listed anonymously. ICYAF will honor the request of any donor to be removed from its mailing/contact list. Receipt of such a request will be noted in ICYAF's donor database.

Donor information is maintained in a password-protected ICYAF database which is only accessible by select members of ICYAF's staff.