



# West Perry Mustang Foundation

## Policy 130: Donor Privacy

### Overview

The Donor Privacy Policy provides guidance for West Perry Mustang Foundation staff and volunteers regarding the use of donors' personal information.

The Foundation respects the privacy of donors and is committed to protecting their personal information. This policy details how donors' personal information is collected, used, and maintained.

### Definition

Donor information includes name, address, telephone numbers, email address, spouse's name, donation amount, designations, donor history, contributions, and limited demographic information.

### Use of Information

The Foundation will not store credit card information, bank account numbers, or other account data used in payment processing services as part of an online donation, purchase, or registration.

Credit card numbers provided by donors through any physical forms or via telephone to authorize payments will be securely transmitted to payment processing service providers, and then destroyed.

The Foundation uses donor information for the following purposes: administer and maintain records relating to donations; facilitate fundraising; communicate with donors about the Foundation; distribute receipts to donors; bill donors for unpaid pledges; thank donors for their support; provide information used in internal analysis; and comply with legal or regulatory requirements.

The Foundation will not sell or trade donor information, nor share information with any third parties unless given specific permission to do so by the donor.

The Foundation may, at times, publicly recognize the receipt and purpose of donors' gifts. Donors who wish to remain anonymous should notify the Foundation in writing at the time of the donation.

Data on donors and donation amounts may be aggregated for reporting purposes including grant applications, trend analysis, and reporting requirements without explicit consent of the donors.