

Boxes of Basics Donor Privacy Policy

1. Purpose Boxes of Basics is committed to protecting the privacy and confidentiality of our donors. This policy outlines how we collect, use, store, and protect donor information to ensure transparency and trust in our organization.

2. Scope This policy applies to all donors, including individuals, corporations, foundations, and other entities who contribute to Boxes of Basics, as well as to all employees, volunteers, and board members who handle donor information.

3. Information Collected We may collect the following types of donor information:

- Name, address, phone number, and email address
- Donation amount, date, and payment details
- Communication preferences
- Any other personal information voluntarily provided by the donor

4. Use of Donor Information Donor information is used solely for the following purposes:

- Processing donations and issuing tax receipts
- Acknowledging and recognizing donor contributions
- Sending updates, newsletters, and fundraising appeals (as per donor preferences)
- Complying with legal and regulatory requirements

5. Protection of Donor Information Boxes of Basics implements appropriate physical, electronic, and managerial procedures to safeguard donor information against unauthorized access, alteration, disclosure, or destruction.

6. Donor Privacy Rights Donors have the right to:

- Request to remain anonymous
- Opt out of communications at any time
- Access and update their personal information
- Request that their information not be shared with third parties

7. Sharing of Donor Information

- Boxes of Basics does not sell, trade, or rent donor information to any third party.
- Donor information may only be shared with trusted service providers who assist with donation processing and communications, and only to the extent necessary.
- In cases where disclosure is required by law, Boxes of Basics will comply with legal obligations.

8. Online Privacy For donors making online contributions, Boxes of Basics ensures secure transactions through encryption and other security measures. Our website may collect non-personal data, such as IP addresses and browsing activity, to improve user experience.

9. Policy Review and Updates This policy will be reviewed annually by the Board of Directors and updated as necessary to maintain compliance with best practices and legal standards.

For any questions regarding this policy, please contact the Board of Directors at Boxes of Basics.