

## Donor Privacy Policy

Last modified: April 8, 2024

ANIMAS ALANO CLUB (the "**Non-Profit**") is committed to protecting the privacy of our donors and the personal information you may share with the Non-Profit or that the Non-Profit holds. The Non-Profit values our donors' trust and recognizes that maintaining this trust requires the charity to be transparent and accountable to our supporters and the public at all times. This Donor Privacy Policy (the "**Policy**") describes the information collected about our donors and the Non-Profit's practices for using, maintaining, protecting, and disclosing that information. [For more information about the Non-Profit's commitment to privacy, please see our general ANIMAS OF PRIVACY POLICY.

1. Information Collected and Maintained. The Non-Profit collects and maintains personal information that you, our donors, provide to us when you:

(a) Contact us by phone, mail, or email, in person, or via our website.

(b) Register for an event.

(c) Make a contribution, either on our website, at a special event, over the phone, or by mailing in a check.

(d) Navigate through our website.

(e) OTHER COLLECTION METHOD

From time to time, we may collect personal information from you in ways not described above, subject to your express approval.

2. Types of Information. The Non-Profit collects and maintains the following types of information about our donors:

(a) Personal information, including:

(i) Contact information, such as name, address, email, and telephone number.

(ii) Giving information, including types and amounts of donations and credit card information. We utilize secure transaction methods when collecting credit card information over the internet. The Non-Profit does not disclose credit card account information provided by our donors, except for the proper processing of donations.

(iii) Information on events attended and publications received.

(iv) Any other information provided by the donor to the Non-Profit, such as public comments or posts on the Non-Profit's website.

(b) Non-personal information that does not personally identify you, including information that is anonymized, aggregated, or publicly available when not combined with non-publicly available information about you.

(c) Information about your equipment, browsing actions, and patterns, including information automatically collected through technical methods such as:

(i) Cookies (or browser cookies). A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting you may be unable to access certain parts of our website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our website.

(ii) Flash Cookies. Certain features of our website may use local stored objects to collect and store information about your preferences and navigation to, from, and on our website. Flash cookies are not managed by the same browser settings as are used for browser cookies.

(iii)Web Beacons. Pages of our Website [and our e-mails] may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the Non-Profit, for example, to count users who have visited those pages or [opened an email] and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity).

3.Confidentiality.. All information about any financial and non-financial transactions between you and the Non-Profit is considered highly confidential and we employ appropriate security measures designed to protect it. While the information is kept confidential, it is shared with the Non-Profit's board members, staff, volunteers, and professionals [and with any of the Non-Profit's parent organizations or subsidiaries] on a need-to-know basis and in compliance with all laws, regulations, court orders, or other governmental requests.

4.Use of Personal Information. The Non-Profit collects and maintains personal information to:

(a)Establish a relationship and communicate with you about the Non-Profit, including our programs, special events, and funding needs.

(b)Learn about our donors and what matters to you.

(c)Process donations and event registrations and issue tax receipts.

(d)Comply with all laws and regulations, including reporting requirements.

(e)Plan future fundraising activities and events.

(f)Analyze giving patterns.

(g)Solicit feedback from you by conducting surveys.

The Non-Profit uses industry standard safeguards to protect your personal information against the unauthorized access, use, alteration, or destruction of your personal information. The Non-Profit will not share, sell, or exchange your personal information with any other entity for third-party fundraising or marketing purposes[, except as provided in this Policy or as expressly consented to by you/except with charitable organizations that the Non-Profit believes engage in activities consistent with the mission and beliefs of the Non-Profit.] [To opt out, you may contact the Non-Profit as described in the "Contact Us" section below]. To the extent that a third-party service provider is used to process any donations, the provider is bound by strict confidentiality rules, and your information will only be used to the extent necessary to process the donation.

**Note: [Use of Personal Information](#)**

5. Communications. The Non-Profit will from time to time communicate with you, including by telephone, text, email, and mail, concerning the Non-Profit's charitable activities, events, and requests for future support. The Non-Profit will not call or email you or send mailings to you on behalf of other organizations [without your express consent]. To opt out of receiving these communications, you may contact the Non-Profit as described in the "Contact Us" section below or by clicking on the "unsubscribe" link in any email communications.

**Note: [Communications](#)**

6. Records Retention and Destruction. The Non-Profit complies with all Internal Revenue Service, state, and local regulations and the Non-Profit's internal policies governing the retention, management, and destruction of donor information collected and maintained by the Non-Profit.

**Note: [Records Retention and Destruction](#)**

7. Accessing and Correcting Your Personal Information. You can review and request changes to the personal information that the Non-Profit has collected about you by contacting the Non-Profit as described in the "Contact Us" section below. However, please be aware that the Non-Profit may not accommodate a change request that would impact record retention or other operational requirements like remembering email opt-out preferences, violate any law or legal requirement, or cause the information to be incorrect. Deleting your personal information may also require deleting your user account (if any). [California residents may have additional personal information rights and choices. Please see [NAME OF CALIFORNIA-SPECIFIC DISCLOSURE POLICY] for more information.]

**Note: [Accessing and Correcting Your Personal Information](#)**

8.Changes to the Policy. This Policy is current as of the date stated at the top of this Policy. The Non-Profit reserves the right to amend this Policy from time to time. The Non-Profit will notify you of any material changes to the Policy [by email to the [primary] email address specified in your account] [and/or] [through a notice on the Website home page/[OTHER NOTIFICATION METHOD]]. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our Website and this privacy policy to check for any changes.

9.Children Under the Age of [13/16]. The Non-Profit's website is not intended for children under [13/16] years of age. No one under age [13/16] may provide any [personal] information to [or on] the website. The Non-Profit does not knowingly collect personal information from children under [13/16]. If you are under [13/16], do not use or provide any information on this website [or] [through any of its features,] [register on the website,] [make any purchases through the website,] [use any of the interactive or public comment features of this website,] [or provide any information about yourself to the Non-Profit, including your name, address, telephone number, email address, or any screen name or user name you may use]. If the Non-Profit learns it has collected or received personal information from a child under [13/16] without verification of parental consent, the Non-Profit will delete that information. If you believe the Non-Profit might have any information from or about a child under [13/16], please contact the Non-Profit as described in the "Contact Us" section below.

Note: [\*Children Under the Age of 13 or 16\*](#)

10.Donor Bill of Rights. The Non-Profit subscribes to the Donor Bill of Rights as created by the Association of Fundraising Professionals, Associations for Healthcare Philanthropy, the Council for Advancement and Support of Education, and the Giving Institute. A copy of the Donor Bill of Rights may be downloaded from the Non-Profit's website or you may contact the Non-Profit as described in the "Contact Us" section below.

Note: [\*Donor Bill of Rights\*](#)

11.Contact Us. To opt out of receiving communications from the Non-Profit, to review the personal information that the Non-Profit has collected about you, [to opt out of the sale or sharing of the personal information as described in Section 2,] or to ask any other questions regarding this Policy, please contact the Non-Profit at the below address or email, or submit your request via the Non-Profit's "Contact Us Form" on the Non-Profit's website.

[Attn: [NAME], [TITLE]]

Postal Address:

[NON-PROFIT MAILING ADDRESS]

Email:

[NON-PROFIT EMAIL ADDRESS]