



Travellers Rest Farm Sanctuary
501(c)3 Non-Profit ~ EIN: 83-4531103
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Website: <http://travellersrestfarmsanctuary.org>
GuideStar: <https://www.guidestar.org/profile/83-4531103>
FaceBook: <https://www.facebook.com/trfsanctuary>
Instagram: <https://www.instagram.com/trfsanctuary>



Records Retention Policy

This Records Retention Policy applies to all record information related to donors, contributors, sponsors, and members of Travellers Rest Farm Sanctuary (TRFS). Travellers Rest Farm Sanctuary is physically located at 7450 Emory Place, Hughesville Maryland 20627.

TRFS reserves the right to modify or amend this policy at any time and for any reason. Current policy will be posted to the TRFS website.

TRFS guarantees that we do not share the personal records of any financial or in-kind contribution with any exterior entity, except as required for IRS reporting. Paper financial records are stored for 7 years and then securely shredded. Digital information is stored indefinitely in our private database and is not shared.

TRFS guarantees that we will not sell, rent, or recycle a donor's email address with any list company, business or persons. TRFS does, at times, collaboratively trade and exchange contact information with other like-minded nonprofit groups in order to expand our mutual donor base. Any donor can opt out of this exchange by simple request made by phone, email, or physical mail.

TRFS may also collect information that donors and supporters voluntarily provide when communicating with TRFS by email, written communication, or asking to be placed on TRFS's email or mail list. This information, such as name, address and email, will be used solely for TRFS's private use.

TRFS processes its donations through several third party services, namely: PayPal, Venmo, CashApp, Zelle and Square. All aforementioned services utilize industry-leading technology to keep donor personal information as secure as possible.

If you have any questions or concerns about our privacy policy you may contact TRFS at 301-922-7029, or by email at trfsanctuary@gmail.com.

Revision of the Code

This code of ethics will be reviewed periodically and revised as the BOD sees a need.