

**Friends of City Dogs Cleveland**  
**Donor Privacy Policy**  
**June 1, 2020**

**I. Scope**

The Friends of City Dogs Cleveland (“Friends”) Donor Privacy Policy applies to donor information received by Friends of City Dogs Cleveland, both online and offline, as well as any electronic, written, or oral communications.

**II. Donor Information We Collect, Store, and Use**

Friends collects nonpublic personal information included on forms, checks, and gift letters we receive from you, or through information you communicate directly to us through other means. Friends will only collect information we believe is reasonably necessary and useful in administering our business or to provide services to donors.

To the extent any donations are processed through a third-party service provider, our donors’ information will only be used for purposes necessary to process the donation.

**III. Donor Privacy**

Friends will not share, trade, or sell a donor’s personal information; nor do we send donor mailings on behalf of other unaffiliated organizations. Donor information is not disclosed unless to comply with federal or state laws and regulations, or with court orders.

**IV. Donor Privacy**

Only board members, officers, and volunteers with a need to know will have access to donor information, and this circle is kept limited and are trained on our Donor Privacy Policy. Any board member, officer, or volunteer who violates the Donor Privacy Policy will be subject to removal. Any person with access to our donor records must sign and abide by the Friends of City Dogs Cleveland Volunteer Code of Conduct.

**V. Maintenance of Accurate Information**

Friends will correct known inaccurate information in a timely manner.

**VI. Inquiries About Donor Information and Privacy**

Inquiries about Friends donor information and the Friends Donor Privacy policy should be address to:

President  
Friends of City Dogs Cleveland  
P.O. Box 771625  
Lakewood, OH 44107  
Or to: [info@friendsofcitydogscleveland.com](mailto:info@friendsofcitydogscleveland.com)