



## TimberKnoll's Spirit Cove

### Donor Privacy Policy

TimberKnoll's Spirit Cove is committed to protecting every donor's privacy. The purpose of this statement is to detail issues concerning privacy with all online and offline communications from TimberKnoll's Spirit Cove.

#### **What information do we collect and how do we use it?**

While interacting with us online (via emails or social media) or offline (via telephone, mail, etc.), we may ask you to give us various pieces of personal information in regard to monetary donations, product donations, sponsorships, feedback, volunteering, or research opportunities. The information gathered may include: name, address, telephone number, and e-mail address. Information about the type of group donating (whether a business, individual, school group, etc.), the type of donation (monetary or other), and condition of the donation may also be asked.

#### **Your information will not be shared. Period.**

It is our policy not to sell, trade, or rent your personal information to anyone nor send donor mailings or e-mails on behalf of other organizations. Use of all information acquired by TimberKnoll's Spirit Cove is restricted for our internal use and purposes only. Personal information will only be used in an internal database for recording donations, providing donation receipts, for use in the sending of newsletters/appeals, and informing donors and supporters of events and needs of TimberKnoll's Spirit Cove. E-mail addresses are saved and entered into our internal database for these purposes only.

#### **Credit card information collected from our donation page is encrypted and secure.**

#### **How to contact us regarding your information:**

If you wish to stop or limit the number of mailings and emails you receive, or have any questions or concerns, please contact [info@timberknollsspiritcove.org](mailto:info@timberknollsspiritcove.org), click on the unsubscribe link at the bottom of the email in question or write us at:

#### **TimberKnoll's Spirit Cove**

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