# DEV-1 Donor Privacy Policy

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Department of Origin:	Development

## Policy:

JAFCO is committed to respecting the privacy of our donors. We have developed the following Privacy Policy to ensure you that as a donor, your information will not be shared with any third party outside of JAFCO including individuals, other charities or other corporations.

### Types of Information Collected and How It Is Used

When provided voluntarily by the donor in writing, verbally or on-line, JAFCO will collect personal information, such as name, home and business address, phone numbers, and email address. Credit card numbers are used only for donation or payment processing and are not retained for other purposes, unless donor requests to be charged a recurring gift. If you send a JAFCO tribute card contact information about the recipient will also be collected from you in order to process and mail tribute. Donors will receive invitations to events in the mail and via email, direct mail solicitations and newsletters.

## Security

JAFCO uses state of the art security measures and password protected software to ensure the security of your personal information on our computer system and to protect it from unauthorized access. Donor information is stored securely within a donor management database with access that is restricted to authorized personnel. We assure you that all donor information will be kept confidential. Uses of donor information will be limited to the internal

purposes of JAFCO and only to further raise awareness and funds for JAFCO programs.

## **Sharing of Personal Information**

JAFCO does not sell, rent, exchange or otherwise share our mailing lists with anyone outside of the JAFCO organization. Any personal information you provide to JAFCO will not be disseminated to third parties.

## Removing Your Name from Our Mailing List/Updating Your Personal Information

It is our desire to only mail to our donors who wish to receive it. Please contact us at <a href="mailto:info@jafco.org">info@jafco.org</a> if you wish to be removed from our mailing list at any time or click on the unsubscribe link at the bottom of each email. If at any time, you would like to correct the personal information we have about you or if you would like to change your preferences for contacts from us, you can let us know by contacting <a href="mailto:info@jafco.org">info@jafco.org</a>.

#### Links

This website contains links to other sites. Please be aware that JAFCO is not responsible for the privacy practices of other sites. We encourage users to be aware when leaving our site to read the privacy statements of each website that collects personally identifiable information. This Privacy Policy applies solely to information collected by this site.

#### **Emails**

JAFCO sends out periodic emails and e-blasts to donors on our mailing list. Every email blast from JAFCO contains an option for the user to unsubscribe should they desire to do so.

#### **Photographs**

Photos taken at events may be shared without the expressed written consent of the donor with media, posted on the JAFCO website, or published in the JAFCO newsletter for the purpose of raising funds and awareness for JAFCO. Participation in photo shoot implies consent for use of photos for purposes expressed above.

# DEV-1 Donor Privacy Policy (continued)

Changes	to	Privacy	Policy	v
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If changes are made to this Privacy Policy, we will post those changes on this page so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it.

# **Contacting Us**

If you have comments or questions about the JAFCO Privacy Policy, please contact us via email at <a href="mailto:info@jafco.org">info@jafco.org</a>.

Signature:		
and trans	08/12/11	
Executive Director	Date	