



## **DONOR PRIVACY POLICY R1**

Longmont Humane Society (LHS) is committed to respecting the privacy of our donors. LHS has developed this policy on use of personal information of donors to assure donors that their personal information will not be sold or rented to, or exchanged with, any third party. We believe in safeguarding personal information and ensuring that donor privacy is protected. Your name, address and any other personal data you provide will be used only by LHS to keep you informed of our activities including our programs, special events, funding needs or for the purpose of communicating with the IRS.

### **Information Collected**

Donor Information collected by LHS may include:

- Contact information such as name, address, telephone number and email address
- Gift information (amount, date, purpose of gift and form of payment)
- Information provided by the donor in the form of comments and suggestions

### **Electronic Personal Records**

Donor information is maintained in a secured database, and only authorized personnel have access to this information and only for appropriate business purposes.

### **How Information Is Used**

LHS uses this information to understand donors' needs, to provide better service, and to offer alternative methods for donors to express their support for the mission of LHS. Specifically, LHS uses information to help donors complete their transactions, to communicate with donors, to update donors on events and achievements by LHS, to provide information on volunteer opportunities, and to contact donors periodically to determine their interest in providing additional support for LHS.

### **No Sale, Rent or Exchange of Personal Information**

LHS does not sell, rent or exchange donors' personal information. LHS uses donors' personal information for its internal purposes only, to advance the charitable mission and activities of LHS.

### **Publication of Names**

On occasion, LHS lists the names of its donors in its annual report or other publications. Donors may contact LHS to request that they not be included in such lists.

### **Removing Donors' Names from our Mailing List**

Donors are encouraged to contact a member of LHS' Development Department if they wish to be removed from our mailing list.

#### Document Revisions

<b>Revision</b>	<b>Item</b>	<b>Responsible Party</b>	<b>Effective Date</b>
1	Initiating policy	C. Brackenridge	8/1/14
2	Updated	C. Brackenridge	9/24/19

