

## Bivona Child Advocacy Center's Donor Privacy Policy

Bivona Child Advocacy Center is committed to respecting the privacy of our donors. We provide this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

We collect and use personal information from donors that includes:

- Donor Name
- Date of gift and amount donated
- Physical Address
- Telephone number
- E-mail address

Tax laws in the United States require us to keep contact information and contribution levels of donors on file. We will not trade, share, or sell a donor's personal information nor send donor mailings on behalf of other organizations.

We publish a list of donors in the online annual report. This report displays donors by giving levels, not specific dollar amounts, and donors may request to be removed from the report. Donor contact information (email, telephone number, and address) is used provide receipts and acknowledgements to donors, provide donors with updates and invitations to events and educational opportunities.

All access to donor financial information is strictly limited for internal purposes and is restricted and available to management, development, and finance team members only. Credit card numbers are used only for donation or payment processing and are not retained for other purposes. Online donations are made through secure services.

This policy is applicable to both online and offline donors. If you have questions about this Privacy Policy or if you wish to be removed from our e-mail or postal contact lists, please e-mail [janderson@bivonacac.org](mailto:janderson@bivonacac.org), call (585) 935-7838, or write to us at:

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