

## **DONOR PRIVACY POLICY**

**This policy explains how we gather, use, and protect personal information submitted to us.**

### **Privacy and Security**

The Family Giving Tree is committed to respecting the privacy of donors; therefore, we do not lend, sell or rent mailing lists of our donors or participants personal information to any third party. Your name, address, phone number or credit card information will not be used outside of our organization. A donor may choose to remain an anonymous donor at any time. We subscribe and adhere to the Association of Fundraising Professionals (AFP) Bill of Rights, which you may view online at [www.afpnet.org](http://www.afpnet.org). You can remove your information from our database by clicking the “unsubscribe” link, or contacting us at our office at 408 946-3111x225.

### **Information Collected**

High grade encryption and https security protocols are used in collecting personal information. FGT only collects information volunteered by you during your communication or transaction with us. Examples of information collected includes: name, address, phone, email address and giving history. The use and collection of information about you is limited to that which is necessary to administer our operations.

### **How We Use That Information**

FGT uses Personal Information (a) to acknowledge and provide a tax receipt for donations; (b) to respond to donor inquiries or questions about our services; (c) for internal marketing purposes and as part of FGT’s donor database.