## Donor Privacy – REVISED approved June 25 by Freshwater Board of Directors To take effect July 1, 2018

Freshwater is committed to respecting the privacy of our donors. We have developed this privacy policy to protect the privacy of donor information.

We provide this Donor Privacy Policy to make donors aware of our privacy policy and to inform them of the way the information is used. We also provide the opportunity for a donor to remove their name from our mailing list, if desired, and to "opt out" of donor recognition listings.

**Information collected.** Here are the types of donor information that we collect and maintain:

- Contact information: name, organization, complete address, phone number and email address
- Payment information, but only if the item/membership was paid by check, credit or cash
- Shipping information: name, organization and complete address
- Information a donor wishes to share: questions, comments and suggestions

**How the Information Is Used.** We use donor information to provide information that donors have requested, as well as about Freshwater events, important updates, to solicit support for programs and integrate comments in our work. We will also use it for donor recognition listings in certain materials like the Freshwater annual impact report. All donors have the opportunity to "opt out" and remain anonymous from public recognition.

**No Sharing of Personal Information.** Freshwater will not sell, rent or lease donors' personal information to other organizations. Use of donor information will be limited to internal purposes at Freshwater and limited publications of donor recognition.

Removing Donor Information from Freshwater Mailing Lists. It is our desire to not send unwanted mail to our donors. To be removed from the donor listings, or for comments or questions about our donor privacy policy, please contact us at 651-313-5800 or <a href="mailto:freshwater@freshwater.org">freshwater@freshwater.org</a>