

# DONOR PRIVACY POLICY

Adopted: January 21, 2015

Last Revised: September 1, 2015



## Use and Disclosure of Donor Information

- We will **not** sell, trade, or share your donor information that we collect either online or offline with anyone else. Donor information includes names, email addresses, physical addresses and phone numbers.
- We will **not** send you donor mailings on behalf of other organizations.
- We will collect payment information, billing address, and other information necessary to process a donation or event registration. We will **not** share this information.
- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us, protect and defend our rights, or act in urgent circumstances to protect the personal safety of others.
- We will use the donor information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration, or other donation. If you use a credit or debit card, we may use card authorization and fraud screening services to verify that your card information and your address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.
- We use e-mail addresses to answer the e-mail we receive. If you register on our website or make a donation on our website, you may receive BTEF monthly "E-News," as well as a nominal number of other e-mails. You may "opt-out" at any time from receiving these e-mails by simply clicking "unsubscribe" at the bottom of the e-mail.
- You may also "opt-out" at any time from receiving written materials in the mail by contacting BTEF at [SupportBTNEP.org](mailto:SupportBTNEP.org) or by calling (985) 447-0871.

## Our Commitment to Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.



## **Our Commitment to Children's Privacy**

Protecting the privacy of the very young is especially important. For that reason, we do not collect or maintain information on our website from those we actually know are under 13.

## **How You Can Access or Correct Your Information**

You may verify your personally identifiable information that we collect and maintain by contacting BTEF at [SupportBTNEP.org](http://SupportBTNEP.org) or by calling (985) 447-0871.

You can correct factual errors in your personally identifiable information by sending us a request to BTEF at [SupportBTNEP.org](http://SupportBTNEP.org) or by calling (985) 447-0871.

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

## **Changes to This Donor Privacy Policy**

If we change our donor privacy policy, we will post those changes to this privacy statement, and other places we deem appropriate so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If we change our policy about how we plan to use personally identifiable information, we will post a notice on our web site within thirty days.

## **How to Contact Us**

To let us know your preferences about how we contact you or to "opt-out" of receiving phone calls, e-mails, or letters, or if you have questions or concerns about BTEF's privacy policy, please email us at [SupportBTNEP.org](http://SupportBTNEP.org) or call (985) 447-0871.