

## **Trinity Oaks Enterprises Donor Privacy Policy**

Trinity Oaks (TO) is committed to respecting the privacy of our donors. TO has developed this Privacy Policy to ensure our donors that their intentions will be honored and their information will not be shared with any third party.

### **Awareness**

TO provides this Privacy Policy to our donors on our website to ensure that they are aware of this policy and to inform them of the way their information is used. We also provide donors with the opportunity to remove their name from our mailing list. It is our desire not to send any unwanted mail to our donors. Donors may contact TO if they wish to be partially or fully removed from the TO mailing list.

### **Information Collected**

The website of TO is <http://www.trinityoaks.org/>. This site was created to provide the public with information about our organization and accepting online donations. We gather information about our participants, volunteers, and donors through this website as well as by phone, through e-mail, the post, and in person. The types of information we collect and maintain are:

- Contact information including: name, address, phone number, email address.
- Donation information including: credit card type, credit card number and expiration date, and maintenance of donor contact.
- Information about how donors heard of TO.
- Any other information that is relevant to the donor relationship with TO.

Individuals who are contributors who have not requested to be removed from the mailing list may receive fundraising appeals, periodic e-mails, invitations to our events and other mailings related to programs and services.

Payment processing is powered by via PayPal and information collected is protected by the latest SSL encryption. PayPal does not sell, trade, rent or share your information with any entity other than TO, which receives your payment and the vendor we have selected to process payment transaction, which has its own privacy policy.

### **How Information Is Used**

TO uses donor information to help complete a donation transaction, communicate back to donors and to update our donor database. Credit card numbers are used only for donation or payment processing and are not retained for any other purpose. TO will not sell, rent, or trade your personal information to other organizations. Routinely, donor names are published in lists as an acknowledgement of gratitude for support. However, we respect anonymity if donors prefer not to be listed as a donor to TO. E-mail addresses are collected for the purpose of sending out program information and other event-related communications. TO will not sell, rent, trade or otherwise reveal email addresses to any entity. The TO is concerned about the protection of donor privacy and not to have personal information shared with others.