



## **Donor Privacy Policy**

**What info is being collected about you** – We collect your name, mailing address, email address, and phone number so that we can stay in contact with you throughout the year, thank you for your contributions, send you tax deductible receipts and share with you the impact which you are helping to make. We will never share or sell any of your personal information collected online or offline with anyone else.

**How to request corrections and/or review personal information collected** – You can reach out to us by contacting our Development Manager at 719-481-4864 x 110 or email us at [ChristineB@Tri-LakesCares.org](mailto:ChristineB@Tri-LakesCares.org) or you may send your written request to PO Box 1301, Monument CO, 80132 Attn: Development Manager.

**How to inform us if you wish to remain anonymous** – When making a contribution through our annual appeal you may check the box on the donation return envelope that says you wish to remain anonymous, or you may contact our Development Manager as listed above. When sending a check you may write the word “Anonymous” in the memo line or you may write it in the special instructions section when making an online donation.

**What security measures the charity has in place to protect personal information** - All donor information is housed in a database that is password protected and stored on a secure cloud storage service. Our online donation form is SSL protected, and all financial information throughout the donation process is encrypted. Credit card information is not stored in the donor database.

Adopted By The Board of Directors On November 26<sup>th</sup> 2014