



# DONOR PRIVACY POLICY

AD.02 REV 00 – draft 2023

## PURPOSE

BOUNDLESS EDVENTURES (BE) maintains the highest level of respect for the privacy of its donors. To reflect our commitment to honor your rights, we have developed this **Donor Privacy Policy** to guide our volunteers and staff on how they may and may not use your personal information. This policy may be updated from time to time.

## INFORMATION COLLECTED

BE collects and uses various personal information from donors that includes: amount donated, address, telephone number, donor comments and e-mail address. Tax laws in the United States require BE to keep contact information and contribution level of donors on file.

## INFORMATION USE

BE will never publish, sell, trade, rent or share names (unless released for publication), e-mail or mail addresses, or telephone numbers of our donors. The Foundation will use contact information (e-mail, telephone number and address) of donors for these purposes only:

Distribute receipts for donations

Thank donors for their donation

Inform donors about upcoming fundraising and other activities of BE

Internal analysis and record keeping

Reporting to relevant U.S. and State agencies (these reports are not for public inspection)

Contact donors about changes to this policy

Recognize donors and contribution amounts in annual reports and other similar materials

We assume all donations are publicly announced unless the donor explicitly indicates otherwise. Comments given in donor forms are published in public lists and may be used in promotional materials while comments sent to us via email, fax or telephone are kept strictly confidential. Properly anonymized donor information can be used for promotional and fundraising activities.

We may recognize donor names and contribution amounts in annual reports and other similar materials unless the donor explicitly chooses the "anonymous" field when donating online or requests anonymity for direct donations via check or similar payment.

# Donor Privacy Policy

## **FINANCIAL INFORMATION**

All access to donor financial information is strictly limited to professional staff that needs to process those data. No such data are given to any person, organization or group who does not need to access those data. BE only uses online payment processing services with world class security and strong reputations. BE does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services.

## **DONOR BILL OF RIGHTS**

BE subscribes to the Donor Bill of Rights developed by the Association of Fundraising Professionals (AFP).

## **CONTACT US**

If you have questions about this Donor Privacy Policy or if you wish to be removed from our e-mail/postal contact lists, then please send an email to [holly@boundlessadventures.org](mailto:holly@boundlessadventures.org) or write to:

BOUNDLESS EDVENTURES

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