

# **Lakes & Prairies Community Action Partnership**

## **Donor Privacy Policy**

**Updated 1/1/2019**

Lakes & Prairies Community Action Partnership is committed to respecting the privacy of its financial and in-kind donors, whether the donation is made online, by mail, or any other method. The types of donor information that we collect and maintain are as follows:

- Contact information: name, address, telephone number and email address
- Giving information
- Information on events attended, publications received and special requests
- Information provided by the donor in the form of comments and suggestions

Lakes & Prairies Community Action Partnership uses donors' information to understand their interests in its mission and to update them on the organization's plans and activities. Donor information shared with staff, board members, volunteers and consultants only on a "need-to-know" basis.

We protect your information in a variety of ways. We use industry standard safeguards to protect your information. Many donors use credit cards for donations, which are processed through the secure donation link through the Impact Giveback website. In addition, we protect the security of credit card transactions using a number of measures such as encryption, access controls, network firewalls, and physical security. These measures make it extremely difficult for anyone to intercept the credit card information you send to us. When we work with other companies to process credit card transactions, those companies also use encryption and other security measures.

We will not sell, share or trade our donors' personal information with any other entity. In addition, we will not send mailings to our donors on behalf of other organizations, unless a donor has given us specific permission to do so. All staff and volunteers that assist with processing and managing donations and donor data are bound by strict confidentiality rules.

Those who no longer wish to be included on a mailing list should contact the organization to have their names removed. If you have comments or questions about the Lakes & Prairies Community Action Partnership donor privacy policy, please contact Colleen Murray, Operations Director at: email [colleenm@caplp.org](mailto:colleenm@caplp.org) or call (218) 512-1504.