

# **PRIVACY POLICY**

## **Donor Privacy Policy**

Rockford Rescue Mission is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party. Rockford Rescue Mission provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from (or opt out of) our mailing list, if you desire to do so.

### **Contact Information**

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

Rockford Rescue Mission uses donor information to understand donors' needs and provide excellent service. Rockford Rescue Mission will never sell, trade, rent or share names (unless released for publication), e-mail or mail addresses, or telephone numbers of our donors. We will remove your name from the list at any time at your request. Rockford Rescue Mission 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 Rockford Rescue Mission

### **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

Properly anonymized donor information is used for promotional and fundraising activities. Rockford Rescue Mission allows donors the option to have their name associated with their donation unless the donor explicitly chooses to remain "anonymous".

### **Financial information**

All access to donor financial information is strictly limited to professional staff and consultants of Rockford Rescue Mission whose job requires them to process this data. No such data is given to any person, organization or group who does not need to access that data. Donor records are kept on a secure server and in a secure file cabinet.

To accept contributions via credit card, Rockford Rescue Mission uses accredited online payment processing services with world-class security and data privacy policies. Rockford Rescue Mission does not store credit card information or other account data sent to processing services. Processing recurring donations via bank account information is also handled with world-class security and as well as data privacy policies through the financial institution's guidelines.

It is our desire to not send unwanted mail or information about Rockford Rescue Mission to our donors.

Please contact us if you wish to be removed from our mailing list.

If you have comments or questions about our donor privacy policy, please send us an email at

[tedtomita@rockfordrescuemission.org](mailto:tedtomita@rockfordrescuemission.org) or call us at (815) 965-5332.