

# **Harford County Education Foundation**

## **Donor Privacy Policy**

Harford County Education Foundation is committed to respecting the privacy of our donors. This policy applies to all information received by Harford County Education Foundation, both online and offline, on any platform and guides our volunteers and staff on how they may and may not use your personal information.

### **Personal Information**

Harford County Education Foundation collects and uses various personal information from donors that includes: name, amount donated, address, telephone numbers, email address, and donor comments.

### **Uses and Disclosure of Personal Information**

- We will use data to maintain records of donation, send acknowledgements, send newsletters, and send other direct mail pieces.
- We will distribute receipts for donation and reporting in accordance with IRS regulations.
- We will inform donors of upcoming fundraising events and other activities.
- We will collect payment information, billing address and other information necessary to process a donation or event registration.
- We do not collect credit card information and use a third party service provider for online payments which encrypts and secures data transactions.
- We do not sell, trade, or share our donor's names or personal information, collected on the website or through any other business activities, with any other entity, nor send mailings on behalf of other organizations.

### **Annual Impact Report and Website**

Donors have the option to have their name publicly associated with their donation or the donor can choose to keep their donation anonymous when donating online, through mail, or in person. In cases where anonymous is not noted, the staff and volunteers assume all donations can be publicly announced. This announcement will be listed by giving tiers on the website and in the Annual Impact Report. Comments from donors can be used in promotional materials unless otherwise stated.