



## **Achieve Twin Cities Donor Privacy Policy**

Achieve Twin Cities is committed to respecting the privacy of our donors. This donor privacy policy was created to inform you about our policy and the ways your information is used.

This privacy policy applies to collection of information, including information collected on our website. By submitting your information to our website or to our staff, you consent to the terms and conditions of this policy and our processing of personal information for the purposes stated below.

### **Information that is Collected**

“Personal information” is information that identifies you personally, such as your name, address, telephone number, and email address. We collect and store the personally identifiable information that you have provided us in a secure database with limited access by Achieve Twin Cities employees.

Some of the ways in which we collect this information are:

- When you request information via one of the email addresses on our website or contact us in person, by phone or by email with a question, we may then collect your name, address and email in order to respond to that inquiry.
- We may collect payment information, billing address and other information necessary to process a donation or event registration.
- We may collect your name, email address, phone number and payment information when you make a financial donation on our website, over the phone or by mailing in a check.
- We collect and store donation records by donor. We also collect payment information, billing address and other information that is necessary to process a donation or event registration.
- We collect your contact information when you provide this on a sign-up sheet at an event where we are present.

### **Our Use and Disclosure of Information**

- We will only share your personal information if you give us specific permission to do so.
- We will not sell, trade or share your personal information that is collected on our website or through any other business activities with third parties.
- We will not send mailings to you on behalf of other organizations.

- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us; to protect and defend our rights; or to act in urgent circumstances to protect the personal safety of others.
- We will use personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration or other donation.
- If you use a credit or debit card on our website, we may use card authorization and fraud screening services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.
- You have the right to review information that we have collected about you. To review that information please contact us in writing at Achieve Twin Cities, 2829 University Ave SE, Suite 850, Minneapolis, MN 55414.

### **Changes to this Privacy Policy**

We reserve the right to change this privacy policy. For changes to this policy that pertain to our use or disclosure of your personally identifiable information, we will obtain your consent before implementing the change by sending a notice to your primary email address and home address specified in our records and by placing a prominent notice on our website.

### **For More Information**

For comments or questions about our donor privacy policy, please contact Jennifer McGee, advancement director, at [jmcgee@achievetwincities.org](mailto:jmcgee@achievetwincities.org) or 612-455-1552.