



## DONOR PRIVACY AND DISCONTINUE CONTACT POLICY

### Donor Privacy

World Savvy is committed to respecting the privacy of our donors. We provide this Donor Privacy Policy to make you aware of our practices, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

World Savvy collects and maintains the following types of donor information:

- \* Contact information, including name, organization, complete address, phone number, email address.
- \* Giving history, including amounts donated and preferred acknowledgement name, and other non-financial information.
- \* Requests to receive periodic updates; e.g., to individuals who request it, we will send periodic mailings and/or e-mails related to specific fund-raising appeals and/or newsletters.

World Savvy uses your information to complete a transaction, communicate back to you, and update you on World Savvy happenings. Credit card information is used only for donation or payment processing; World Savvy does not collect or maintain this information from our secure third-party payment processing vendors.

World Savvy will not sell, rent, or lease your personal information to other organizations. Donors may be identified on our website to celebrate their support of our organization, but their names can be removed upon request. Use of donor information will be limited to the internal purposes of World Savvy. Only authorized staff members have ongoing access to donor information and records. On occasion, World Savvy Board or committee members may have limited access to donor records. All individuals having access to donor records are required to abide by this policy.

Please contact us at [info@worldsavvy.org](mailto:info@worldsavvy.org) or 612-314-6567 if you wish to be removed from our mailing list. All World Savvy e-mail communications provide a mechanism to have your address removed from our contact list at the bottom of the email.

## **Discontinue Contact**

It is the policy of World Savvy to discontinue contacting any person upon that person's oral or written request of World Savvy, its professional fundraiser, or other agent.

World Savvy shall maintain a record of all requests by persons who indicate to World Savvy, its fundraising team, and other agents, that they do not wish to be contacted by or on behalf of World Savvy.

This policy does not prohibit contact by World Savvy that is solicited by a person or a person's representative, even if the person or his/her representative have requested to be placed on the "do not contact list." Contact by World Savvy that is solicited by a person whose name appears on "do not contact" list shall be limited to providing a direct response to the person's inquiry and shall not cause the person's name to be removed from the "do not contact" list.

Upon a person's (or a person's authorized representative's) request that World Savvy discontinue further contacts, the person's name and address will be promptly flagged in World Savvy's database to insure that no further contact is made with the person. World Savvy will also take steps to ensure that the person's name is removed from any external databases or records under World Savvy's control.

World Savvy will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by World Savvy's Board of Directors. Oral requests will be recorded in writing by the staff of World Savvy and then entered into the donor database along with the written requests. The records of persons who have made such a request will be maintained by World Savvy to the extent necessary for legal or liability purposes.

If you have comments or questions about our donor privacy policy, please send us an email to [info@worldsavvy.org](mailto:info@worldsavvy.org) or call us at 612-314-6567.