

# Big Brothers Big Sisters®

OF DANE COUNTY

## **DONOR PRIVACY POLICY**

**Adopted: 5/17/2022**

### **USE AND DISCLOSURE OF DONOR INFORMATION**

We will not sell, trade, or share your donor information that we collect either online or offline with anyone else. Donor information includes names, email addresses, physical addresses, and phone numbers.

We will not send you donor mailings on behalf of other organizations.

We will only share your donor information if you give us specific permission to do so.

We will collect payment information, billing address, and other information necessary to process a donation or event registration.

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 the legal process served on us, protect and defend our rights, or act in urgent circumstances to protect the personal safety of others.

We will use the donor information to protect against potential fraud. We may verify with third parties the information collected in processing a gift, event registration, or other donation. If you use a credit or debit card, we may use card authorization and fraud screening services to verify that your card information and address match the information that you supplied to us and that the card being used has not been reported lost or stolen.

We use email addresses to answer the email we receive. If you register on our website or make a donation on our website, you may receive BBBS' monthly newsletter as well as a number of other emails. You may "opt-out" at any time from receiving these emails by simply clicking "unsubscribe" at the bottom of the email.

You may also "opt-out" at any time from receiving written materials in the mail by contacting BBBS at [mhanson@bbbsmadison.org](mailto:mhanson@bbbsmadison.org) or by calling (608) 661-5437 ext. 1105.

# Big Brothers Big Sisters<sup>®</sup>

OF DANE COUNTY

## **OUR COMMITMENT TO DATA SECURITY**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect. We use industry-standard safeguards to protect your information. We protect the security of credit card transactions using several measures such as encryption, access controls, network firewalls, and physical security. We also ensure that the other companies we work with to process credit card transactions use encryption and other appropriate security measures.

## **OUR COMMITMENT TO CHILDREN'S PRIVACY**

Protecting the privacy of the very young is especially important. For that reason, we do not collect or maintain information on our website from those we know are under 18.

## **HOW YOU CAN ACCESS OR CORRECT YOUR INFORMATION**

You may verify your personally identifiable information that we collect and maintain by contacting BBBS at [mhanson@bbbsmadison.org](mailto:mhanson@bbbsmadison.org) or calling (608) 661-5437 ext. 1105.

You can correct factual errors in your personally identifiable information by sending us a request to [mhanson@bbbsmadison.org](mailto:mhanson@bbbsmadison.org).

We will also take reasonable steps to verify your identity before granting access or making corrections to protect your privacy and security.

## **CHANGES TO THIS DONOR PRIVACY POLICY**

If we change our donor privacy policy, we will post those changes to this privacy statement and other places we deem appropriate, so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If we change our policy about how we plan to use personally identifiable information, we will post a notice on our website within thirty days.

## **HOW TO CONTACT US**

To let us know your preferences about how we contact you or to "opt-out" of receiving phone calls, emails, or letters, or if you have questions or concerns about BBBS' privacy policy, please call us at (608) 661-5437 ext. 1105 or send an email to [mhanson@bbbsmadison.org](mailto:mhanson@bbbsmadison.org).