

DONOR PRIVACY POLICY

Approved: September 21, 2018

Policy:

- Information we collect from donors, online or offline, will not be shared or sold to anyone else.
- Personal information we will collect from donors include name, mailing address, phone number and email address. This information will be used to stay in contact with donors throughout the year. This contact includes but is not limited to, thank you notes and letters, tax deductible receipts, invitations to upcoming Crossfire events and to keep donors aware of their impact in our community.
- All donor information is housed in a secure, password protected database. Our online donations are protected, and all financial information throughout the donation process is encrypted. Credit Card information is not stored in the donor database.
- Donors information will only be seen by authorized personnel (such as Accountant, Administration, Executive Director and Board of Directors).
- Donors can request corrections and/or personal information collected by contacting us by email at contact@crossfireministries.org or by calling Administration at 719-447-1806 or send a written request to PO Box 9650, Colorado Springs, CO 80932 Attn: Administration.
- Donors that want to remain anonymous by noting this on our donation envelope or by contacting Administration as listed above. When writing a check, you may write the word "Anonymous" in the memo line or you may write it in the comments box when making an online donation.

Purpose:

- To ensure donors personal information is kept secure.

Scope:

All donors