# **HopeKids, Inc. Donor Privacy Policy**

HopeKids, Inc. is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

### 1) Awareness:

HopeKids, Inc. provides this Donor Privacy Policy to make you aware of our privacy policy, 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.

## 2) Information Collected:

Here are the types of donor information that we collect and maintain:

- Contact information: name, organization, complete address, phone number/s, email address;
- Information concerning how you heard about HopeKids, Inc.;
- Information you wish to share: questions, comments, suggestions; and
- Your request to receive periodic updates: e.g., to individuals who request it, we will send periodic emails/mailings related to specific fundraising appeals, events and newsletters.

# 3) How Information is Used:

HopeKids, Inc. uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on organization happenings. Credit card numbers are used only for donation or payment processing and are not retained for other purposes. We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication.

# 4) Donor Recognition:

Unless otherwise specified HopeKids, Inc. can acknowledge and thank donors by name in public communications such as newsletters, letterhead, website, annual reports and social media. If you wish to remain anonymous in all public communications please contact us at info@hopekids.org.

## 5) No Sharing of Personal Information;

HopeKids, Inc. will not give, sell, rent, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of HopeKids, Inc. and only to further the organization activities and purposes of HopeKids, Inc. If HopeKids, Inc. is mandated by federal or state laws and agencies to disclose donor information, HopeKids, Inc. would have to comply.

#### 6) Removing Your Name From Our Mailing List:

It is our desire to not send unwanted mail/email to our donors. Please contact us if you wish to be removed from our mailing list - info@hopekids.org.

#### 7) Contacting Us:

If you have comments or questions about our donor privacy policy, please send us an email at info@hopekids.org or call us at (800) 319-5845.