

## **DONOR PRIVACY POLICY**

Peace House Community maintains the highest level of respect for the privacy of donors. Our donor privacy policy guides the volunteers on how they may and may not use personal donor information to honor the rights of contributors. Peace House Community collects and uses personal donor information that includes: name, address, telephone number, email address, and donor comments when a donor voluntarily provides it to us. In addition, Peace House Community keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used in our development process to analyze overall giving patterns as a way to make accurate budget projections. Peace House Community does not sell, trade, rent or share names, addresses, email contact or telephone numbers of our donors. Donor contact information is used only for the following purposes:

- To prepare donation receipts
- To thank donors
- To inform donors about news, events, or other Peace House Community activities
- To perform internal analysis and/or maintain record keeping
- To prepare reports for relevant federal and state agencies, if any. (these reports are not for public inspection)
- To contact donors about changes to this policy.

Peace House Community does not recognize donors by publishing donors' names.

Board Approval March 2016