



"Work that Changes Lives"

## The Guthrie Opportunity Center Foundation (GOCF)

### **Donor Privacy Policy**

GUTHRIE OPPORTUNITY CENTER FOUNDATION, INC.

#### **MISSION STATEMENT**

The primary mission of the Guthrie Opportunity Center Foundation is to support intellectually disabled people in the community through vocational training and work opportunities. Our goal is to develop and establish new vocational opportunities for existing clientele and to increase the number of intellectually disabled individuals that can be served by the programs. Board member and employee expertise is used to develop and expand vocational opportunities and to promote good business decisions that can improve the existing programs.

### **Donor Privacy Policy**

#### **Introduction**

The GOCF is committed to respecting the privacy of our donors. We have developed this Donor Privacy Policy to communicate to our donors how their personal information will be collected and used and to better work with you as an important element of our mission.

Your privacy and security are important to us. Whether you are making a donation, volunteering, or interacting with the GOCF in other ways, your information is safe with us.

## **FOR OUR DONORS**

While changing and improving lives in our Nelson County community is our ultimate goal, the privacy and security of our donors is an important priority. The work we do would not be possible without our many donors and supporters. We strive to ensure that our donation processes are user-friendly and secure.

When you give to the GOCF online, in person or by mail, it is likely that you will voluntarily share certain personal identifying information with us. We will never sell, rent, or trade your personal identifying information with any third parties, unless they are verified and trusted and required to complete transactions or necessary to keep you informed regarding our various activities.

## **INFORMATION WE COLLECT**

### ***Personal Identifying Information***

During your interactions with us in person, through the mail, or online, you may decide to give us personal identifying contact information such as your name, organization, email address, street address, and phone number. We collect this information to better serve you through answering questions, responding to your requests, receiving donations, maintaining records of giving history, contacting you about future events and services in which you may be interested, maintaining online accounts, and for tax purposes. We do not sell, rent, or trade your personally identifying information with any third parties.

### ***Credit Card and Bank Information***

When you give to the GOCF, you may voluntarily give us bank or credit card information to process your transaction. This information may include your credit card number, expiration date, and billing information. The safety and security of your banking and / or credit card information is our top priority. We work with trusted third-party payment processors who conform to the Payment Card Industry Data Security Standards (PCI) for receiving and processing your financial transactions. Along with these companies, we conform to all applicable State and Federal laws and regulations required to receive and process information regarding your donations.

### ***How Information is Used***

The GOCF 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 with you, and update you on our activities. Credit card numbers are used only for donation or payment processing, and are not retained for other purposes. We

use your comments to provide you with information you request, and we take seriously your recommendations about how we can improve our communication with you.

### ***No Sharing of Personal Information***

The GOCF will not sell, rent, or trade your personal identifying information to other organizations. The identity of our donors is kept confidential. Use of donor information is limited to the internal purposes of the GOCF, and only to further activities related to our mission. There are certain instances where it is necessary to share this information with trusted and verified third-party vendors (bound to contractual confidentiality) to complete transactions and to keep you properly informed.

## **Communication Preferences and Access / Changes to Your Information**

### ***Removing Your Name From Our Mailing List***

We want to avoid sending unwanted mail to our donors. When you provide us with personal identifying contact information such as an email address, street address, or phone number, we may choose to send you information about GOCF events, services, and opportunities to volunteer or donate. However, you are welcome to contact us to adjust the types of communications you receive.

Please contact us if you wish to be removed from our mailing list, or if you would like to update your contact information such as email or street address.

### ***Contacting Us***

If you would like to access, modify, correct, or delete your personal information, please contact us. When you contact us, you may be required to provide us some details to verify your identity. We may choose not to accommodate a request to change or delete information if we believe the change would violate any law or legal requirement, cause the information to be incorrect, or if we are unable to verify your identity.

If you have comments or questions about our Donor Privacy Policy, please send an email to [rick.mckay@gocenter.org](mailto:rick.mckay@gocenter.org) or call us at (502) 348-3989.

### ***Visiting [www.guthrieopportunitycenter.org](http://www.guthrieopportunitycenter.org)***

We do not collect personal identifying information about you when you visit [www.guthrieopportunitycenter.org](http://www.guthrieopportunitycenter.org), unless you voluntarily choose to provide such information to us.

### ***Security***

The GOCF attempts to utilize appropriate technology to keep your personal information as secure as possible and protect against the loss, misuse, and alteration of such

information. The GOCF strives to protect your information by working with partners that provide a secure and safe environment for credit card donations. Unfortunately, no data transmission over the Internet, or any wireless network, can be guaranteed to be 100% secure. As a result, while we strive to protect your personal identifiable information and other information you transmit to us; (a) there are security and privacy limitations of the Internet that are beyond our control; (b) the security, integrity and privacy of any and all information and data exchanged between you and us through our website cannot be guaranteed; and (c) any such information and data may be viewed or tampered with in transit by a third party.

## **INFORMATION WE SHARE**

### ***Third-Party Donor Data Management***

The GOCF utilizes a trusted third-party software company to track, manage, update your personal identifying information, communication, donation history, mailing and communication preferences, and credit card and bank information for processing donations.

### ***Third-Party Payment Processing***

We use a third-party payment processor to process financial donations to the GOCF. When you make donations to the GOCF, we may transfer certain information (including personally identifying information such as your name, address, and credit card and/or bank information) to these payment processors for the sole purpose of facilitating the financial transaction.

### ***Marketing and Mailings***

We may share your personally identifying information (including your name, address, phone number, email address, or donation history) with trusted third-party companies (bound to contractual confidentiality) for the sole purpose of creating mailings and marketing material such as receipts, reminder letters, and other special updates from the GOCF.

If at any time you decide you want to change the types of mailings you receive, you can adjust your mail preferences by calling us at (502) 348-3989, or by emailing us at [rick.mckay@gocenter.org](mailto:rick.mckay@gocenter.org).

### ***Third Party Sites & Legal Requirements***

Other third party websites accessible through our website have their own privacy policies and data collection practices, use and disclosure practices. We are not responsible for the policies or practices of third parties and make no warranties or

representations whatsoever about such practices. You should contact these third parties directly if you have any questions about the use of the information that they collect.

We will disclose personally identifiable information upon receipt of a court order, subpoena, or to cooperate with a law enforcement investigation. We fully cooperate with law enforcement agencies in identifying those who use our services for illegal activities. We reserve the right to report to law enforcement agencies any activities that we in good faith believe to be unlawful.

## **Updates**

We may revise or modify this Donor Privacy Policy from time to time. Please review it periodically to ensure that you understand how we use and protect your information. By continuing to access our website or participate in donations and volunteer opportunities following any changes to this Donor Privacy Policy, you agree to any amendments and/or modifications.

## **Warranties and Liabilities**

We strive to keep all the information on our website as up-to-date as possible; however, there may occasionally be delays, omissions or inaccuracies as we work to keep content updated. We do not warrant the accuracy or completeness of the information available through this website, nor do we guarantee that this website will be error-free or continuously available at all times.

## **Questions?**

You can reach us by phone at (502) 348-3989.