

## Purpose

Maintenance of the trust and confidence of donors and prospective donors is of paramount importance to the United Way of Hardin County (UWHC). The purpose of this Donor Privacy Policy of the United Way of Hardin County (“Donor Privacy Policy” or “Policy”) is to provide transparency as to the UWHC practices, policies, and procedures for the collection, use, and protection of information relating to donors and prospective donors.

## Consent

This Donor Policy applies to collection, use and protection of information, including information collected on our website. By submitting your information to us or any of our staff, you consent to the terms and conditions of the Policy and to our processing Personal Information for the purposes stated below.

## Personal Information

“Personal Information” is information that identifies you personally, such as your name, address, telephone number, and email address. We collect and store the Personal Information that you have provided us. Here are some examples of ways in which we may collect your Personal Information:

When you request information via one of the email addresses identified on our website or otherwise contact us in person, by phone or email, with a question, we may then collect your name, address and email in order to respond to that inquiry.

We may collect your name, email address and other contact information if you register for an event.

We may collect your name, email address, telephone number and payment information when you make a contribution, either on our website, over the phone or by mailing a check. The above list provides sample Personal Information that may be collected by UWHC. From time to time, we may collect Personal Information from you in ways not described above.

## Use and Disclosure of Personal Information

We will not sell, trade, or share your Personal Information, collected on the website or through any other business activities with anyone else.

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

We will collect payment information, billing address and other information necessary to process a donation or event registration. Credit Card numbers provided by donors through any physical forms or via telephone to authorized United Way employees are securely transmitted to the third party on line payment processing service. The information is then either destroyed or secured until such time as the information is no longer required.

We will use your Personal Information to comply with the law or the good faith belief that such action is necessary to conform to the requirements of law or comply with 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 Personal Information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration or other donation. If you use a credit or debit card on the website, we may use card authorization and fraud

screening services to verify that your card information address matches the information that you supplied to us and that the card being used has not been reported lost or stolen. Except as described in this Donor Privacy Policy or at the time we request the information, we do not otherwise disclose your Personal Information to any third parties. Further, UWHC will not sell or trade your Personal Information to any third parties.

#### Donor Recognition

Donor contributions may be publicized in donor recognition materials produced by UWHC, including print, spoken and/or web-based media. If you do not wish your name to appear in these materials or be otherwise published, please contact us in writing at 225 South Detroit Street, Kenton, Ohio 43326.

#### Access to Records

We have the right to review Personal Information that we have collected about you. To review that information, please contact us in writing at 225 South Detroit Street, Kenton, Ohio 43326.

#### Relation to Other Policies

The UWHC reserves the right to amend and modify this Donor Privacy Policy from time to time with or without notice to donors or prospective donors.

#### Policy Compliance

UWHC shall ensure appropriate compliance with this Policy by all administrative staff, consultants and volunteers.