



Donor Privacy Policy

All information concerning donors or prospective donors, including their names, addresses and telephone numbers, the names of their beneficiaries, the amount of their gift, etc., will be kept strictly confidential by ProJeCt, its staff and volunteers, unless permission is obtained from donors to release such information.

ProJeCt is committed to respecting the privacy of donors. The types of donor information that it collects and maintains are as follows:

- Contact information: name, address, telephone number and email address.
- Giving information.
- Information on events attended, publications received and special requests for program information.
- Information provided by the donor in the form of comments and suggestions.

ProJeCt uses donors' information to understand their interests in its mission and to update them on the organization's plans and activities. It is shared with staff, board members, volunteers and partners only on a "need-to-know" basis.

ProJeCt will not share or sell a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations. ProJeCt assures donors that their names and addresses will not be shared with any third party unless permission has been granted. Any donor who does not wish to be included on a mailing list should contact the organization to have their names removed. The Administrative Assistant will add the donor to the "Do Not Mail" group in FundEZ and alert the Development Manager.

Donors are welcome to request and receive a complete copy of their records.