



## **DONOR PRIVACY POLICY**

Adoption Date: May 20, 2021

- 1) **Purpose.** High-Tech High Heels (HTHH) requires directors, officers, volunteers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of HTHH, we must safeguard the privacy of our donors and particularly their data.
- 2) **Donor Information Collection & Use.** Protecting the confidentiality of personally identifiable information for our donors and volunteers is a top priority of HTHH. HTHH gathers personally identifiable information such as addresses, zip codes, email addresses, credit card information, etc. when voluntarily submitted. We will only collect information to process a donation, event registration, or volunteer identification. HTHH may use this information for internal purposes, including communications to make donors aware of how their donations are being spent, events, and other general information relating to HTHH. We will not sell, share or trade our donors' names or personal information with any other entity, nor send mailings to our donors on behalf of other organizations.
- 3) **Credit Card and Bank Account Information.** HTHH is taking precautions to ensure the safety of the credit card and bank account information shared with us. HTHH ensures their website is encrypted and further utilizes IP rate limiting and reCAPTCHA for all transaction forms. Credit card information is processed directly through a secure transaction processor, where our donors' information will only be used for purposes necessary to process the donation. Internally, access to the CRM system and transaction processor is limited to only authorized directors or committee members.
- 4) **Changes to Privacy Policy.** Changes to the HTHH privacy policy will be posted prominently so that donors will be aware of any changes in the way data is gathered, how HTHH might use the data, or whether we will disclose it to any other organizations.
- 5) **Communication.** For questions about this policy or to be removed from any further contact with HTHH, email us at [info@hightechhighheels.org](mailto:info@hightechhighheels.org).