

## Donor Privacy Policy

As a donor sharing information with us that identifies you (“Personal Information”) to us or to any of our staff, you consent to the terms and conditions of the policy and to our processing and use of Personal Information for the purposes as described below.

### Personal Information

“Personal Information” includes information that describes you personally. Examples are your name, address, telephone number, email address and church. We collect and store this information that you have provided us in various ways including the information you provide to us on a gift envelope, etc. We collect your name, email address and other contact information if you register for an event. These examples listed are a sample of information collected by Open Door Community House, Inc. There may be other opportunities when we collect personal information from you in ways not described above (one example-- if you run in the 5k for the Open Door Classic, we ask for your age for awards purposes but do not store that information).

### Use of Personal Information and Disclosure of Personal Information

- We will not send you mailings on behalf of other organizations. We do not give your personal information to other organizations.
- We will collect payment and billing information only as necessary to process a donation or event registration.
- We will use your information in compliance with the law or in good faith that such action is necessary to conform to the requirements of the law or comply with legal process served on us.
- We will use the personal information to protect against potential fraud. In the course of processing a gift, we may verify with third parties the information to process a gift, event registration, or other donation. If you use a credit or debit card to make a gift online, we may use card authorization and fraud screening services to verify that your card

information and address matches the information you have supplied to us and that the card being used has not been reported lost or stolen.

- Lists of our donors, other than those published in the annual report, are not made available to the public or anyone outside of our organization. We do not reveal the names of anonymous donors.

#### Changes to the Donor Privacy Policy

We reserve the right to make changes to this Donor Privacy Policy when needed. When we do, we will note the last update at the top of this Donor Privacy Policy.