

# **Donor Privacy Policy**

The Storehouse of Collin County is committed to respecting and safeguarding the privacy of our donors. We have developed this privacy policy to inform you of the types of information we maintain in our records and the ways your information is used. The Storehouse of Collin County does not disseminate any private donor information to third parties.

#### Information Collected

Here are the types of donor information that we collect and maintain:

- Contact information: name, organization, address, phone number, email address;
- Payment information: credit card number and expiration date, and billing information;
- Shipping information: name, organization, address;
- Information concerning how you heard about The Storehouse of Collin County;
- Feedback information: questions, comments, suggestions; and
- Your request to receive periodic updates, e.g., mailing and correspondence preferences.

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

The Storehouse of Collin County 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 organization developments. Credit card numbers are used only for donation payment processing and are not retained for other purposes. We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication and operations.

## **No Sharing of Personal Information**

The Storehouse of Collin County will not sell, rent, lease, or share your personal information with anyone. We assure that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of The Storehouse and only to further the organizational activities and purposes of The Storehouse will not send donor mailings on behalf of other organizations.

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

The Storehouse recognizes and respects your right to only receive emails with your consent. Please contact us if you wish to be removed from our mailing list.

### **Contacting Us**

If you have comments or questions about our donor privacy policy, please send us an email at <a href="mailto:info@thestorehousecc.org">info@thestorehousecc.org</a> or call us at 469-385-1813.