



United Way of Hancock County

THE UNITED WAY OF HANCOCK COUNTY DONOR PRIVACY POLICY

1. **Purpose.** Maintenance of the trust and confidence of donors and prospective donors is of paramount importance to the United Way of Hancock County (UWHC). The purpose of this Donor Privacy Policy of UWHC is to provide transparency to UWHC's practices, policies, and procedures for the collection, use, and protection of information relating to donors and prospective donors.
2. **Consent.** This Donor Privacy Policy applies to the 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.
3. **Personal Information.**
 - 3.1. Personal Information is information that identifies you personally, such as your name, address, telephone number, and email address. We collect and store the personally identifiable information you have provided us. Here are some examples of ways in which we may collect your information:
 - 3.2. When you request information through our website or otherwise contact us in person, by phone or email, with a question we may then collect your personal information in order to respond to that inquiry.
 - 3.3. We may collect personal information if you register for an event.
 - 3.4. We may collect personal and payment information when you make a contribution, either on our website, over the phone or by mailing in a check.
 - 3.5. The above list provides a sample of Personal Information that may be collected by UWHC. From time to time, we may collect Personal Information from you in ways not described above.
4. **Use and Disclosure of Personal Information.**
 - 4.1. We will not sell, trade, or share your Personal Information, collected on the website or through any other business activities with anyone else.
 - 4.2. We will not send you mailings or electronic communications on behalf of other organizations.
 - 4.3. We will only share your Personal Information if you give us specific permission to do so.
 - 4.4. We will collect payment information, billing address and other information necessary to process a donation or event registration.
 - 4.5. We will use your Personal Information to comply with the law or in the good faith belief that such action is necessary to conform to
 - 4.5.1. the requirements of law
 - 4.5.2. comply with legal process served on us
 - 4.5.3. protect and defend our rights
 - 4.5.4. act in urgent circumstances to protect the personal safety of others
 - 4.6. 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

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

- 4.7. 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. UWHC will not sell or trade your personally identifiable information to any third parties.
5. **Donor Recognition.** Donor contributions may be publicized in donor recognition materials produced by the UWHC, including print, spoken and/or web-based media. If you do not wish your name appear in these materials or be otherwise published, please contact us in writing at P.O. Box 274, Findlay, OH 45839 or via email at accounting@uw Hancock.org.
6. **Access to Records.** You have the right to review the Personal Information that we have collected about you. To review that information please contact us in writing at P.O. Box 274, Findlay, OH 45839 or via email at accounting@uw Hancock.org.
7. **Relation to Other Policies.** This Policy is intended to amplify our practices related to our donors and prospective donors and is not intended to supersede other UWHC policies which may address the collection, use and/or protection of donor information. In instances where there may be a conflict between policies, the terms of this Donor Privacy Policy shall control.
8. **Changes to the Privacy Policy.** 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.
9. **Policy Compliance.** The Chief Executive Officer, or person(s) directed by the CEO, shall ensure appropriate compliance with this Policy by all administrative staff, consultants and volunteers.

Adopted 10/27/23 by unanimous vote of the Board of Directors.