



Donor Privacy Policy

Revision Date: 24 January 2020

Nature of the Donor Privacy Policy

A+ Academic Resources respects the privacy of our donors. As such, we are committed to respecting and protecting the personal privacy of our donors who make donations on our website at www.aplusacademicresources.org and make donations by sending a personal check. The Association of Fundraising Professionals recommends the adoption of a donor privacy policy for organizations that gather personally identifying information (PII) or personal information such as (a) names, (b) addresses, (c) telephone number, and (d) credit card information from donors and attendees at special events. Thereby, A+ Academic Resources has adopted a *Donor Privacy Policy*. This formal written policy explains how we use and protect donors' private information.

Methods of Collecting Donor PII

A+ Academic Resources does collect and store PII that donors provide us when they make donations to our organization and use the email address on our website or contact us in person, by phone, or by mail with a question or feedback. Additionally, we collect donor name, email address, and other contact information if a donor registers for an event. We also collect donor name, email address, and telephone number, either on our website, at a special event, over the phone, or by mailing in a check. Finally, A+ Academic Resources collects and stores donor names and email addresses in our Donor Database for contacting donors about supporting our programs and services and keeping donors abreast of the organization's work in the community.

A+ Academic Resources does not collect and store donor payment information when donors contribute at our website via Paypal. Additionally, we do not collect and store donor payment information at our business mailing or physical address. Donor names, email addresses, and credit card or other payment method are collected by our donation collection and processing agency, Paypal, when donors make donations at our website.

Donors and A+ Academic Resources receive a donation receipt from Paypal after donors donate at our website through Paypal. The only personal information on the donation receipt is donor name and email address. A record of the donation receipt is kept on file with Paypal, and the receipt is shared with our public accounting firm during our annual financial compilation, review, or audit. The donation receipts are returned to A+ Academic Resources upon completion of those actions, and the donation receipts are secured per our *Document Retention and Destruction Policy*.

Some donors send personal checks to our business address. These checks are deposited into the A+ Academic Resources business banking account within three business days of receiving the

check. A+ Academic Resources nor our business bank records or stores donor bank account information for future use. Donors who send personal checks receive a written donation receipt within five business days at the address that donors provide on their personal checks. A copy of written donation receipts with donor address are maintained at our business office. As such, the A+ Academic Resources *Document Retention and Destruction Policy* covers the secure handling of written donation receipts. A+ Academic Resources is committed to donor privacy.

Use and Disclosure of Donor PII

- We will not share your personal information which is collected at our website or through any other activities with third parties. The exception to this rule is a record of your donation receipt is kept on file with Paypal, and the receipt is shared with our public accounting firm during our annual financial compilation, review, or audit.
- We will not send you mailings on behalf of other organizations.
- We will not collect your payment information, but we will deposit your personal check and use the personal address you disclose on your personal check to mail you a written donation receipt if you donate with a personal check.
- 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 legal requirements or comply with legal process served on A+ Academic Resources.
- We will use the personal information that you provide to us to protect A+ Academic Resources against potential fraud. As such, the organization may verify with third parties the information collected in the course of processing a gift, event registration, or other donation.
- You have the right to unsubscribe to all methods of communications from A+ Academic Resources at any time. To do so, please email: adriene@aplusacademicresources.org.
- You have the right to review any information that we have collected from you. To review that information, please send a written request to our business mailing address:

**A+ Academic Resources
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Changes to the Donor Privacy Policy

A+ Academic Resources reserves the right to change this *Donor Privacy Policy* as required. When the organization updates this policy, we will note the latest revision date at the top of this *Donor Privacy Policy*.