

# DONOR PRIVACY POLICY

This policy was approved by MATTER's Board of Directors on 08/14/2019.

MATTER is committed to respecting the privacy of our donors. We have developed this Donor Privacy Policy to ensure our donors that donor information will not be shared with any third party.

**Awareness.** MATTER provides this Donor Privacy Policy to make you aware of our Privacy Policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

**Information Collected.** Donor information is collected when you make a financial and/or in-kind donation to MATTER, when registering for an event, when signing up for MATTER's online newsletter, and via e-mail correspondence and in-person meetings.

Types of donor information collected and maintained include:

- Contact information: name, organization, title, address, phone number, email address
- Payment information: credit card number and expiration date, and billing information
- Shipping information: name, organization, address, contact person, phone number, email address
- Information concerning how you heard about MATTER
- Information you wish to share, e.g. questions, comments, suggestions
- Your request to receive periodic updates; e.g. mailings related to specific fundraising appeals, events, and volunteer opportunities

**How Information is Used.** MATTER 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 back to you, and update you on organizational happenings. Credit card numbers are used only for donation or 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.

**No Sharing of Personal Information.** MATTER will not sell, rent, or lease your personal information to other organizations. Use of donor information will be limited to the internal purposes of MATTER and only to further the ministry activities and purposes of MATTER.

**Removing Your Name from our Mailing List.** It is our desire to not send unwanted mail to our donors. 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 or would like to report/change incorrect information, please send us an email at [info@matter.ngo](mailto:info@matter.ngo) or call (952) 500-8652.