

## **Store to Door Online Fundraising Privacy Policy**

Store to Door is committed to protecting the privacy of personal information collected from our donors, community partners, clients, employees, volunteers and other constituents. We value your trust and want to be transparent and accountable in how we treat the information that you share with us. We have created this Privacy Policy to explain why we collect particular information, and how we will protect your personal privacy within our website.

### **What information we collect and how we use this information**

Our online donation forms require users to give us information that may include name, address, email address, credit card information, and telephone number.

Tax laws require Store to Door to keep the contact information and contribution level of donors on file, including donor address, email address, and telephone number. However, we do not store sensitive information from our donors, such as credit card information or social security numbers.

Store to Door will never sell, trade, rent, or share names, addresses, email address, or telephone numbers of our donors without the explicit permission of the donor. We will use contact information (address, e-mail, and telephone number) of donors for these purposes only:

- Distribution of receipts for donations and acknowledging donor gifts.
- Communication with donors about upcoming fundraising events and other activities of Store to Door.
- Internal analysis and record keeping.
- Reporting to relevant federal and state agencies (these reports are not available for public inspection).
- Contacting donors about changes to our policy.

Donor's names are publicly associated with their donation(s). We allow donors the option to remain anonymous by choosing the "anonymous" field when donating.



Donor financial information, such as credit card details, is inaccessible to our staff. Donors enter their information into FirstGiving, our online giving software, which processes the donation, provides the donor contact information, and transfers the funds directly into Store to Door's bank account. (FirstGiving's Privacy Policy is available [here](#)). Only office-based staff has access to donor contact information, and safeguards are in place to protect the donor's privacy, including limited staff access to our donor database. No such data is given to any person, organization or group who does not have a professional need to access this data.

### **Your Choices**

Donors who no longer wish to receive mail and/or phone solicitations, may request that they be removed from these listservs by contacting our Development Director at [Elizabeth@StoretoDoorofOregon.org](mailto:Elizabeth@StoretoDoorofOregon.org).

Donors who no longer wish to receive our electronic newsletters may opt-out of receiving these communications by following the appropriate link in an electronic newsletter and following directions to unsubscribe.

Donors who need to update their contact information or believe we have incorrect information can also contact our Development Director to make these corrections.

### **Additional Questions**

Questions regarding this statement should be directed to Store to Door's Development Director by sending an email to [Elizabeth@StoretoDoorofOregon.org](mailto:Elizabeth@StoretoDoorofOregon.org). Please reference this Privacy Policy in the subject line.

*Revised per Executive Team, Development Director and Executive Director May 2018  
Policy approved by Store to Door Board of Directors September 2015*

