



## **Donor Privacy Policy**

The Women's Center of Greater Danbury is committed to respecting the privacy of our donors. This policy applies to all information received by the Women's Center, both online and offline.

**Information Collected.** Here are the types of donor information we collect and maintain.

- Contact information: name, organization/company, complete address, phone number, email address
- Donation information: amounts donated, date of donation(s), method and stimulus
- Information concerning your volunteerism
- Your requests and comments

**How Information is Used.** The Women's Center uses your data to maintain records of donations, send tax acknowledgements, send newsletters, notices, direct mail pieces and for internal marketing purposes. Unless you request otherwise, we will add your name to our mailing list. Our third party mailing services are contractually obligated to treat the lists with confidentiality and are prohibited from transferring them elsewhere. At times we do list ALL donors in various communications and use the donor preference indicated on replies where it is noted "As you wish to be listed in printed materials." Credit card numbers are not retained once processed. Our website has a SSL certificate. Donations over 2% of our entire budget must be reported on IRS form 990, Schedule B.

**No Sharing of Personal Information.** The Women's Center will not sell, rent, trade or transfer your personal information to outside organizations. Use of donor information will be limited to the internal purposes of the Women's Center and only to further the mission of the organization.

**Removing Your Name from our Mailing List.** Please contact us if you wish to be removed from our mailing list. Email [womenscenter@wcogd.org](mailto:womenscenter@wcogd.org) or call us at (203) 731-5200, ext. 234.