

# Donor Privacy Policy

Updated 11/08/2023

## ***Our Commitment to Our Donors***

We will not sell, share or trade our donors' names or personal information with any other entity, nor send mailings to our donors on behalf of other organizations. This policy applies to all information received through any electronic, written, or oral communications.

We use your personal information (name, address, phone number and email address) to provide you with personalized service; to send mail and e-mail alerts to you; to answer your requests; to process your donations; etc. You may choose to opt out at any time, which will cease all communications from us.

We will not call to solicit funds over the phone. If you receive a suspicious phone call from someone claiming to represent Our Family that you do not know, please do not provide any financial information and call **Cynthia Quijano** at (520) 323-1708 x 243.

To the extent any donations are processed through a third-party service provider, our donors' information will only be used for purposes necessary to process the donation.

To make corrections to personal information or to opt out of future communications please contact: **Cynthia Quijano**, (520) 323-1708 x 243 or [cquijano@ourfamilyservices.org](mailto:cquijano@ourfamilyservices.org).

## ***How Do We Protect Your Information?***

Information Security: We utilize encryption/security software to safeguard the confidentiality of personal information we collect from unauthorized access or disclosure and accidental loss, alteration, or destruction.

Evaluation of Information Protection Practices: Periodically, our operations and business practices are reviewed for compliance with organization policies and procedures governing the security, confidentiality, and quality of our information.

Employee Access, Training, and Expectations: Our organization's values, ethical standards, policies, and practices are committed to the protection of user information. In general, our business practices limit employee access to confidential information, and limit the use and disclosure of such information to authorized persons, processes, and transactions.