



## DONOR PRIVACY POLICY

The Yavapai College Foundation (YCF) is a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code. YCF respects the privacy of its donors and is committed to safeguarding personal information and ensuring that donor privacy is protected.

“Personal information” is information that identifies you personally, such as your name, address, telephone number and email address. We collect and store the personally identifiable information that you have provided to us. Here are some ways in which we may collect your information:

- When you request information via one of the email addresses identified on our website or otherwise contact us in person, by phone or email, with a question. We may then collect your name, address and email in order to respond to that inquiry.
- We may collect your name, email address and other contact information if you register for an event.
- We may collect your name, email address, telephone number and payment information when you make a contribution, either on our website, over the phone or by mailing in a check.

The above list provides a sample of personal information that may be collected by the Yavapai College Foundation. From time to time, we may collect information from you in ways not described above.

Donor information is maintained in a secure database. It is used to analyze overall giving patterns in order to make more accurate budget projections, as well as to understand donors' interests in our mission and to update them on the organization's plans and activities. This information is shared with board members, authorized staff and volunteers, only on a confidential and need-to-know basis.

### Use and Disclosure of Your Personal Information

- Other than name-only donor recognition in YCF publications and on our website, we will not sell, trade, or share your personal information, collected on the website or through any other business activities with anyone else.
- We will not send you mailings on behalf of other organizations.
- We will only share your personal information if you give us specific permission to do so.
- We will collect payment information, billing address and other information necessary to process a donation or event registration. 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.
- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal processes served on us, protect and defend our rights or act in urgent circumstances to protect the personal safety of others.
- We will use your personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration or other donation. If you use a credit or debit card on the website, we may use card authorization and fraud screening services to verify that your card

information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.

- You have the right to review information that we have collected about you. To review that information please contact us in writing at Yavapai College Foundation, Donor Relations Manager, 1100 E. Sheldon Street, Prescott AZ 86301.

Except as described above or at the time we request the information, we do not otherwise disclose your personal information to any third parties. Further, the Yavapai College Foundation will not sell or trade your personally identifiable information to any third parties.