

DONOR PRIVACY POLICY

Eva's Village, Inc. holds donor privacy in high regard. As such we ensure our donors that their personal information will not be sold to or shared with any third party.

Eva's Village, Inc. provides this Donor Privacy Policy to inform our donors of the way their personal information is used. We also provide our donors with the opportunity to remove their name from our mailing list, as well as to restrict or choose the mailings they wish to receive.

Eva's Village, Inc. collects and maintains the following types of donor information:

Contact information: name, organization, complete address, phone number, fax number, email address

Payment information: credit card number, expiration date, and billing information

Special Mailing Requests: We honor specific mailing requests from individuals who advise us of their desire to be removed from our mailing list or to receive specific mailings such as newsletters or events only.

Eva's Village, Inc. uses donor personal information to complete a transaction, communicate to the donor, and update our donors on our efforts. Credit card numbers are used only for donation or payment processing and are not retained for other purposes.

Eva's Village, Inc. will not sell, share, rent, or lease donor personal information to other organizations nor send donor mailings on behalf of other organizations. We assure our donors that their identity will be kept confidential. Use of donor personal information will be limited to the internal purposes of Eva's Village, Inc.

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. E-mail or written communications provide a mechanism to have your address removed from our contact list.

If you have comments or questions about our donor privacy policy, please send us an email at <u>Guerdy.Roney@evasvilage.org</u> or call us at (973) 523-6220 ext. 221.

You may also write to:

Guerdy Roney, Database Coordinator Eva's Village, Inc. 393 Main Street Paterson, NJ 07501