

Donor Privacy Policy

Introduction

Elmbrook Humane Society (EBHS) recognizes the importance of protecting the private information of our donors and clients. EBHS's policy for the collection and use of personal donor information follows.

Collection and Use of Personal Donor Data by EBHS

Preserving the trust and support of donors and clients requires that their information be handled with respect and confidentiality. EBHS collects personal information about donors and clients to facilitate communications. This information is used solely to further its mission and to serve local communities as we provide humane treatment and care for animals. It is also collected for EBHS to conduct its necessary operational activities including:

- Donor cultivation
- Grant application reviews and funding decisions
- Reports on donations and grants
- Distribution of publications
- Compilation of donor profiles and trends to support development programs
- Program monitoring and evaluation
- Contact information for the Board of Directors and/or the Leadership Team
- Advancement of public relations activities and cooperative alliances
- Disclosure of information as required by law or that is pertinent to judicial or governmental investigations
- Other purposes as approved by EBHS Board of Directors or Leadership Team

EBHS protects personal information by using password-protected areas and by restricting access to such information. Paper files containing personal information are kept in areas with restricted access.

EBHS collects payment information, billing address and other information necessary to process a donation or event registration.

EBHS obtains written permission before disclosing any personal information including names, addresses, email addresses, telephone numbers, financial information, etc.

Per request, EBHS will remove a donor from solicitation and other promotional materials.

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