

# **HAITI OUTREACH, INC.**

## **DONOR PRIVACY POLICY**

Haiti Outreach is committed to protect the privacy of donor information, in accordance with the wishes of the donor.

Donors' information will be collected when:

- (a) donors make a donation
- (b) donors give us their contact information to be put on our postal mailing list and/or email list.

Donors' names are listed in our annual reports, unless they have requested to be kept anonymous as described below.

Donor information will only be used for the purposes of informing them about Haiti Outreach activities and to solicit additional funding for Haiti Outreach.

Detailed elements of our privacy policy are listed below.

- We will keep the records of our donors private at all times, except when the names are listed in the donation amount categories in our annual reports.
- We will not sell the names or any contact information to any person or organization.
- We will not share the names or any contact information with any person or organization other than our staff on a need-to-know basis.
- We will destroy all credit card numbers and card information once they have been transacted.
- We will abide by our board-approved policy of discontinuation of contact.
- We will not acknowledge publicly the donors name or donation amounts when requested by the donor; donations will be kept anonymous as requested by the donors.
- Changes to the privacy policy requires the approval of a majority of the board of directors.

This policy is available on our web site and/or upon request.