

## KEENE COMMUNITY MUSIC CENTER DONOR PRIVACY POLICY

- KCMC collects and uses personal information such as name, mailing address, telephone number, and email addresses when a donor voluntarily provides this information to us or we obtain the information through public documents and reports. KCMC maintains a record of each donor's giving history for IRS reporting purposes and to analyze in order to make more accurate operations budget projections.
- KCMC does not share or sell the names and addresses of its donors with other organizations. In addition, the KCMC agent for online donations (PayPal) has guaranteed that they will not sell, rent, or trade our donors' personal information to anyone outside.
- Donors may opt out of receiving any or all of KCMC's communications. A donor's preferences will be maintained on our database and will never intentionally be violated. KCMC may contact a donor periodically (infrequently) to verify that the donor's preferences are still in force, particularly if information has been received that suggests preference indicators that are in conflict.
- Personal account number information is never disclosed for any purpose.
- While KCMC encourages donors to allow publication of their gifts to encourage others in the community toward philanthropy, all requests for anonymity will be respected.
- While the default for gifts within a given year is to be included in the Annual Report unless anonymity has been requested, no information about inclusion in a will or estate will ever be published without the donor's active consent.
- Donors' names, their gifts, or their transactions with KCMC (such as specific gifts) will not be included in KCMC's materials without the specific permission of the donor.