



# DONOR PRIVACY POLICY

It is always United Way of the Big Bend's policy to assure each donor the highest level of trust and to respect the wishes and privacy of our supporters. As part of this effort, the following important safeguards are assured by United Way of the Big Bend (UWBB):

- 1.** UWBB collects and maintains only personal information that is specifically and knowledgeably provided to us by individuals or their companies. UWBB's records, including donor names, addresses, donation amounts, and other identifying information, shall be maintained in a confidential, secure environment at UWBB offices. Access to such information shall only be given to authorized staff and/or volunteers who assure, on an ongoing basis, that they will never use the information for any reason other than the public good of UWBB, and that they will fully comply with all requirements of this policy. Employees are required to read, attest to and apply all aspects of UWBB's Nondisclosure Agreement and Code of Ethics policies to their work and interactions with confidential information.
- 2.** Under no circumstances will UWBB rent, trade, sell, or share any information from its donor list to any private or public sector entity. We will only share personally identifiable information with a third party if we are required by law, it is necessary for completing an authorized operation, or if the person submitting the information asks that it be shared.
- 3.** As part of its donor recognition program, UWBB may wish to publicize the name of its donors. When this occurs, UWBB will obtain the written authorization of the donor. In most cases, the specific gift amount will not be identified, but the donor will be recognized under the level of giving category that is appropriate to their donation. Donors may request to remain anonymous in these publications by indicating their wishes on their pledge form or by contacting UWBB.
- 4.** UWBB collects, uses and stores information you provide to us through communication by email, web form submission, phone or fax. If you provide us with this information, we may contact you for additional information or send you updates about how donations are being put to use in our community, such as our newsletter. You may contact us at any time to place a restriction on use of your contact information or unsubscribe to any UWBB communication.
- 5.** From time to time, there may be links to other websites throughout our site, for the purpose of providing more useful and complete information to our visitors. We do not take responsibility for the contents or privacy practices of any website other than our own.
- 6.** In addition, like almost all websites, we do collect broad, general statistical information about how visitors use our site, such as how often each page is visited, for the purpose of creating a better site for our community. We do not collect information on individual visits to the site.

To speak to someone at UWBB regarding necessary changes to your contact information on file, please email [unitedway@uwbb.org](mailto:unitedway@uwbb.org) or call 850.414.0844 and select the Finance & Operations option from the directory.

