

## Donor Privacy Policy

Waste Not is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

**Awareness.** Waste Not provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

**Information Collected.** Here are the types of donor information that we collect and maintain:

- contact information: name, organization, complete address, phone number, email address;
- payment information: credit card number and expiration date, and billing information;
- shipping information: name, organization, complete address;
- information concerning how you heard about Waste Not;
- information you wish to share: questions, comments, suggestions; and
- your request to receive periodic updates; e.g., to individuals who request it, we will send periodic mailings related to specific developments in the war on hunger, fundraising appeals, and organizational events and activities.

**How Information is Used.** Waste Not uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on organizational activities. Credit card numbers are used only for donation or payment processing and are not retained for other purposes. We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication.

**No Sharing of Personal Information.** Waste Not will not sell, rent, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of Waste Not and only to further the mission and work of Waste Not.

**Our Commitment to Data Security.** To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

**How You Can Access or Correct Your Information.** You can access all your personally identifiable information that we collect online and maintain by contacting us at 480.941.1841. We use this procedure to better safeguard your information.

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

**Removing Your Name from Our Mailing List.** 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.

**Contacting Us.** If you have comments or questions about our donor privacy policy, please send us an email at [info@wastenotaz.org](mailto:info@wastenotaz.org) or call us at 480.941.1841

*This text is provided with the understanding that Waste Not is not rendering legal, accounting, or other professional advice or service. Professional advice on specific issues should be sought from an accountant, lawyer, or other professional.*