



## **ANGELS OF ASSISI Donor Privacy Policy**

Angels of Assisi is committed to respecting the privacy of our donors and to ensuring Donations are used solely to fulfill its mission. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

**Awareness.** Angels of Assisi 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 such as name, address, telephone number and e-mail address;
- Payment and billing information;
- Information on events attended, publications received and special requests for program information;
- Information provided by the donor in the form of comments and suggestions;
- Information concerning how you heard about Angels of Assisi;

**How Information is Used.** Angels of Assisi 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 current projects and undertakings. 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 and as an organization overall.

**No Sharing of Personal Information.** Angels of Assisi 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 Angels of Assisi and only to further the activities and purposes of Angels of Assisi.

**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 [angels@angelssofassisi.org](mailto:angels@angelssofassisi.org) or call us at 540.344.8707.