

**People's Resource Center
Donor Privacy Policy**

PURPOSE

People's Resource Center ("PRC") takes donor privacy concerns seriously and strives to earn and keep donors' trust. This policy sets forth PRC's current practices regarding the collection and use of personal information and other information. PRC may modify this policy from time to time.

POLICY

1. PRC collects donor personal information only if voluntarily submitted to PRC. As used in this policy, personal information means information submitted to PRC by which a donor can be personally identified, such as a donor's name, address, phone number, organization/business, or email address.
2. PRC generally will use personal information for the following internal PRC purposes: for the specific purpose for which it was volunteered (such as to respond to a request), for establishing a donor/donee relationship, for processing a donation, for providing donors with further information about PRC, and for compiling PRC's mailing list for newsletters, invitations to fundraisers, and acknowledgment letters for donations.
3. PRC will not share, rent, or lease donor information with any third parties. PRC may disclose donors' personal information if it is legally required to do so (for example, by a subpoena or a court order) or based on PRC's good faith belief that it is necessary to conform to or comply with the law.
4. PRC respects the wishes of donors who do not wish to be included in PRC's mailing list. Donors may contact PRC to request removal of their names from its mailing list.
5. Donors should contact PRC if they have any questions regarding this privacy policy or the collection or use of personal information by PRC.

This policy is not a contract and does not create a contractual relationship of any kind between People's Resource Center and any of its employees, including without limitation any right to continued employment for any period of time with People's Resource Center. All employees are employed at all times "at will." People's Resource Center reserves the right to change, amend, or discontinue this policy, as well as any other People's Resource Center policies and procedures, in its sole discretion, with or without notice.

Board Approval Date: 4/2009
Revision Date: 9/2012