

## **The Public Education Foundation Donor Privacy Policy**

The Public Education Foundation (PEF) understands the importance of protecting the privacy of personal information, especially in today's increasingly digital and online environment. We are committed to respecting and protecting the privacy and security of our donors' information.

**Information Collected.** Here are the types of information we typically collect and maintain as part of our daily operations and provided by our donors:

- Contact information: name, organization/company/employer, complete address, phone number, email address, social media handles
- Donation information: amounts donated, date of donation(s), method of donation/payment method, and intended usage of contribution
- Communications with donors – emails, letters, and messages
- Your requests and comments
- Information gathered from third-party data modeling, appending, and cleaning firms (e.g. address cleaning and standardization, etc.)
- Non-personally identifiable information, such as website activities, cookies, etc.

**How Your Information is Used.** The Public Education Foundation uses the information you provide to maintain records of donations, send acknowledgements and general communications to you. We use third-party appended data to make sure we have the most up-to-date contact information and gain insight into how our constituents and community view PEF and to generate the most interesting, useable information to you. Our systems maintain the strictest levels of security protocols and payment information is NOT retained.

As stewards of your trust and your philanthropy, PEF commits to you that we adhere to the following standards:

1. Information about donors and donations is handled with respect and confidentiality.
2. PEF does not exchange, lend, rent or sell our donor list to third-party organizations.
3. Donors are provided the opportunity to remain anonymous.
4. The personal information provided when making an online donation or registering for an event will not be disclosed to any third parties.
5. All online donations will be made with a secure connection and donor information is encrypted. The secure connection is maintained until the transaction is completed or terminated.
6. PEF staff or board members are not permitted to use this information for any purpose other than to carry out the services they are performing for the benefit of PEF.

7. Donors will be added to the PEF mailing/email list unless otherwise stated. At any time you may request to be removed from any type of communications, set your preferences for communications, or request to only be contacted in a certain way.
8. Donors will receive a thank you letter in accordance with the IRS guidelines.
9. Unless otherwise specified, all cash donations will be deposited into general funds.
10. PEF agrees to honor any requests to be removed from mailing/email list, donation list, or telephone solicitation.
11. You may, upon request, receive a full copy of PEF's data governance policy and review the information contained within your file.