

## **BCM FAMILIES FOUNDATION**

### **DONOR PRIVACY POLICY**

BCM Families Foundation (“Foundation”) is committed to respecting the privacy of its donors. The Foundation has developed this Donor Privacy Policy (“Policy”) to ensure donors that donor information will not be shared with any third party.

**AWARENESS:** The Foundation provides this Policy to make donors aware of its privacy policy, and to inform donors of the way information is used. The Foundation also provides donors with the opportunity to remove their names from its distribution list if desired.

**INFORMATION COLLECTED:** The Foundation collects and maintains the following donor information:

- Contact information: name, address, phone number, email address.
- Payment information: billing information.
- Information concerning how a donor heard about the Foundation

**HOW INFORMATION IS USED:** The Foundation uses donor information to understand donor needs and provide donors with better service and information. Specifically, the Foundation uses donor information to help donors complete a transaction, communicate with donors, and update donors on Foundation activities. Credit card numbers are processed by PayPal and the Foundation does not have access to them.

**NO SHARING OF PERSONAL INFORMATION:** The Foundation will not sell, rent, or lease donor personal information to other organizations. Use of donor information will be limited to the internal purposes of the Foundation and only to further the activities and purposes of the Foundation.

**REMOVING NAME FROM DISTRIBUTION LIST:** It is the Foundation’s desire to not send unwanted distributions to donors. A donor should contact the Foundation if he, she or it wishes to be removed from the Foundation distribution list.

**MINORS:** The Foundation does not knowingly solicit information or contributions from minors under the age of 18 without the consent of a parent or guardian, and the Foundation requests that anyone with knowledge of information or contributions from a minor immediately advise the Foundation.

**CONTACTING THE FOUNDATION:** If you have comments or questions about the Foundation’s donor privacy policy, please send the Foundation an email at [Renata.Sarno@BCMFamilies.com](mailto:Renata.Sarno@BCMFamilies.com).

**WEBSITE:** Foundation donors can elect to be listed with their name or with a nickname on the web page <http://www.blueconemonochromacy.org/our-supporters/>. If they would like their donation to be reported on this page, they have to contact the BCM Families Foundation via email [info@bcmfamilies.org](mailto:info@bcmfamilies.org) .

Approval to be listed will be given by email. The list is updated annually, but donors can request to be removed anytime, by sending an email to [Renata.Sarno@bcmfamilies.org](mailto:Renata.Sarno@bcmfamilies.org).

DATE: Last update of this Policy was in May 2024.

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