



## **Big Brothers Big Sisters Twin Cities Donor Privacy Policy**

**The Board of Directors and staff of Big Brothers Big Sisters Twin Cities (BBBS) protect the privacy of its donors in the following ways:**

- BBBS does not sell, share or trade donor's names or personal information with other fundraising entities.
- BBBS does not send mailings to donors on behalf of other organizations.
- Donor's personal information is used to raise funds for the BBBS mission through direct mail, direct conversation, email and events.
- Donor's personal information gathered through sign-up lists, direct conversation or direct correspondence, including but not limited to email and mailing addresses, phone numbers, credit card or financial account numbers, donation history, place of business, or other information deemed private to a party involved, is securely stored. If the information is in a physical form, it is stored in a locked cabinet until such reasonable time has passed that it can be shredded. If it is digital, it is stored in a password-protected database or on a server accessible only to staff and Board of Directors members who have passed background checks and signed non-disclosure agreements.
- Most credit card and direct EFT account processing of donations to BBBS is performed through third party payment services such as Blackbaud and Pledgelt for its online fundraising efforts. Each of these services complies with standard use of SSL encryption technology.
- For donations made in person or over the phone, a credit card number may be recorded on a designated paper form, which is then deposited in a locked box until the next business day, when the card is processed and the information is destroyed. Checks mailed to BBBS are stored in a locked box until they can be deposited directly in person at the bank.
- Donors are able to opt out of communications from BBBS at any time.
- BBBS stores this policy on its website with its Website Privacy Policy, which includes statements on its use of cookies and links to other websites.