



*Shaping a Vibrant Arts Community For All*

**KeepArtHappening.org**

## **Donor Privacy Principles**

The Arts and Education Council takes pride in the strength of its donor relationships. We are excellent stewards of our donor's money insuring that their investment in us benefits the St. Louis arts community. To accomplish this, we must understand our donors' needs: personal information about our donors (donor information) is the foundation of that understanding. When using personal information about you, the Arts and Education Council strives to:

1. Maintain the security and confidentiality of donor information.
2. Collect and maintain donor information only as necessary to understand our donors, and to comply with law.
3. Tell you how we use donor information and use it only for those purposes.
4. Limit access to donor information to those individuals who need to know.
5. Do our best to keep donor information accurate and complete.

And the Arts and Education Council will not:

7. Sell, swap, or share donor information with any other third parties for marketing or other commercial purposes.
8. Otherwise use or disclose donor information except as specifically permitted by the law.

## **Arts and Education Council Donor Privacy Policy**

The Arts and Education Council is committed to respecting the privacy of our donors. We have developed this Donor Privacy Policy to ensure that donor information will not be shared with any third party. This Donor Privacy Policy applies to collection of information, including information collected on our website. By submitting your information to us or any of our staff, you consent to the terms and conditions of the policy and to our processing personal information for the purposes stated below.

### **Personal Information**

“Personal Information” is information that identifies you personally, such as your name, address, telephone number and email address. We collect and store the personally identifiable information that you have provided us. Here are some examples of ways in which we may collect your information.

- When you request information or submit a question to us via one of the email addresses identified on our website or otherwise contact us in person, by phone or email, we may then collect your name, address, and email to respond to that inquiry.
- We may collect your name, email address and other contact information if you register for an event.
- We may collect your name, email address, telephone number and payment information when you contribute, either on our website, over the phone or by mailing in a check.

The above list provides a sample of personal information that may be collected by the Arts and Education Council. From time to time, we may collect personal information from you in ways not described above.

### **Use and Disclosure of Personal Information**

- We will not sell, trade or share your personal information, collected on the website or through any other business activities, with anyone else.
- We will not send you mailings on behalf of other organizations.
- We will only share your personal information if you give us specific permission to do so.
- We will only collect payment information, billing address and other information necessary to process a donation or event registration.

- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us, protect and defend our rights or act in urgent circumstances to protect the personal safety of others.
- We will use personal information to protect against potential fraud. We may verify with third parties the information collected while processing a gift, event registration or other donation. If you use a credit or debit card on the website, we may use card authorization and fraud screening services to verify that your card information and address match the information that you supplied to us and that the card being used has not been reported lost or stolen.
- You have the right to review information that we have collected about you. To review that information please contact us in writing at Administration, Arts and Education Council, 3207 Washington Avenue, St. Louis, MO 63103.
- Except as described in this Donor Privacy Policy or at the time we request the information, we do not otherwise disclose your personal information to any third parties. Further, the Arts and Education Council will not sell or trade your personally identifiable information to any third parties.

#### **Donor Notification of Privacy Principles and Privacy Policy**

Donors will receive a copy of the Donor Privacy Principles and Privacy Policy with their annual membership renewal. All new donors will receive a copy of the Donor Privacy Principles and Privacy Policy with their membership Arts Card.

#### **Board/Employee Notification of Privacy Principles and Privacy Policy**

Board members and A&E employees will annually review and sign the Privacy Principles and Privacy Policy.

#### **Changes to the Donor Privacy Policy**

We reserve the right to change this Donor Privacy Policy. When we do, we will note the last update at the bottom of this Donor Privacy Policy. For changes to this policy that may be materially less restrictive on our use or disclosure of your personally identifiable information, we will obtain your consent before implementing the change by sending a notice to your primary email address and home address specified in our records and by placing a prominent notice on our website.