

	 Policy and Procedure Manual	Policy No.:	
		Section:	
		Supersedes Number:	
		Originator:	Andrea Muir
		Effective Date:	July 2020
		Pages:	1 of 2
Title:	Donor Privacy Policy		

Episcopal Community Services (ECS) is committed to respecting the privacy of our donors. We will not share our donor information with any third party.

ECS provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

Information Collected

Here are the types of donor information that we collect:

- Contact information: name, organization/church, complete address, phone number, and email address.
- Payment information: credit card number and expiration date, and billing information.
- Origin information: Information concerning how you heard about ECS.
- Information you wish to share, questions, comments, and/or suggestions.
- Your request to receive periodic updates; e.g. to individuals who request it, we will send periodic mailings related to specific fund-raising appeals, etc.

How Information is Used

Episcopal Community Services uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on ECS events and news. Credit card numbers are used only for donation or payment processing and are not retained. We

use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication.

No Sharing of Personal Information

Episcopal Community Services will not sell, rent, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of ECS and only to further the organizations activities and purposes of ECS.

Removing Your Name From Our Mailing List

We do not want to send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list. If you would like to be removed, please contact us at info@ecscalifornia.org

Contacting Us

If you have comments or questions about our donor privacy policy, please contact us at info@ecscalifornia.org

You can also contact us at:

Episcopal Community Services

Attn: Development Team

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