# **Donor Privacy Policy**

This policy outlines the way Colorado Cross-Disability Coalition (CCDC) uses donor information.

### **Information Collection:**

CCDC collects and uses information from donors that includes: amount donated, address, telephone number, and e-mail address. Tax laws in the United States compel CCDC to keep contact information and contribution level of donors on file. CCDC will never sell, trade, rent or share the names, e-mail or mail addresses, or telephone numbers of our donors.

#### **Individual Donors:**

We will not list individual donors on our website or in our materials (unless individually released for publication).

## **Foundations and Corporations:**

We will list the name of your firm along with our other donors on our website and in printed marketing materials but will remove your name from the list at any time at your request.

#### All Donors:

CCDC will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Contact donors about changes to this policy
- Thank donors for their donation
- Distribute receipts for donations
- Inform donors about upcoming fundraising and other activities of CCDC
- Internal analysis and record keeping
- Financial Information

All access to donor financial information is strictly limited only to CCDC staff whose job requires them to process this data.

To accept contributions via credit card, CCDC uses online payment processing services with security and data privacy policies. CCDC does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services. It is our desire to not send unwanted mail or information about CCDC to our donors. Please contact us if you wish to be removed from our mailing list.

If you have comments or questions about our donor privacy policy, please send us an email at development@ccdconline.org or call us at (303) 839-1775.