



## Donor Privacy Policy

Vincera Foundation is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party and that we are committed to upholding the standards outlined in the Association of Fundraising Professionals Donor Bill of Rights ([afpnet.org](http://afpnet.org)). High grade encryption and https security protocols are used in collecting personal information.

**Awareness.** Vincera Foundation 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.

**How Information is Used.** Vincera Foundation 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 foundation happenings. Credit card numbers are used only for donation or payment processing and are not retained for other purposes and will be deleted once a specific donation has been paid in full. 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.** Vincera Foundation will not sell, rent, or lease your personal information to others outside of the Vincera Institute family of organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the purposes of Vincera Foundation and only to further its activities and purposes.

**Information Collected.** Here are the types of donor information that we collect and maintain:

- contact information: name, organization, complete address, phone number, email address;
- payment information: credit card number and expiration date, and billing information; no credit card information is retained once donor's gift is completed.

- information concerning how you heard about Vincera Foundation;
- information you wish to share: questions, comments, suggestions; and
- your request to receive periodic updates; e.g., to individuals who request it, we will send periodic mailings related to specific fund-raising appeals, newsletters and other pertinent information.

**Removing Your Name from our Mailing List.** It is our desire to not send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list.

**Contacting Us.** If you have comments or questions about our donor privacy policy, please send us an email at [info@vincerafoundation.org](mailto:info@vincerafoundation.org) or call our office, 267.592.3195.

***Changes to Policy: If there are any changes to our donor privacy policy, we will send announcement advising of the changes via email to all of our donors one month prior to their taking effect, and post notification on our website under "donor privacy policy" at the same time.***

*Approved by the Board of Trustees*

*March 28, 2014*