



DONOR INFORMATION PRIVACY POLICY

The Children's Center Utah (TCCU) has adopted the following Donor Information Privacy Policy to inform its donors of the collection and retention of personal information.

1. Donors are requested to provide limited personal information to TCCU. The primary purposes of this information are to allow TCCU to comply with possible donor restrictions, to provide donors with charitable gifting tax information, and for donor recognition programs. The information is also retained in the financial records of TCCU for financial recording and internal financial accounting and control purposes.
2. Personal Information
 - a. "Personal Information" is information that identifies you personally, such as your name, address, telephone number, and email address.
 - b. We collect and store the personally identifiable information that you have provided us via one of the email addresses identified on our website or when you otherwise contact us in person, by phone, or by email, with a question.
 - c. We collect your name, email address, and other contact information if you register for an event.
 - d. We also collect your name, email address, telephone number, and payment information when you contribute, either on our website, at a special event, over the phone, or by mailing in a check.
 - e. The above list provides a sample of personal information that may be collected by The Children's Center Utah
 - f. From time to time, we may collect personal information from you in ways not described above.
3. Use and Disclosure of Personal Information
 - a. We will not send you mailings on behalf of other organizations.
 - b. We will collect payment information, billing address, and other information necessary to process a donation or event registration.
 - c. 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 the law or comply with the legal process served on us.
 - d. We will use the personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration, or other donation. If you use a credit card on the website, we may use card authorization and fraud screening services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.
 - e. You have the right to review information that we have collected about you. To review that information please follow number 9 below.
4. The provision of the information is voluntary.
5. To protect the confidentiality of the personal information TCCU uses appropriate technical and internal control measures to limit access to and control the retention of the information to ensure its use and access is limited to the above noted purposes.

6. Personal information entrusted to TCCU will not be communicated outside TCCU unless authorized by the donor. The Children's Center Utah does not sell or rent donor information of any kind to outside parties.
7. Upon written request, donors may be allowed access to their personal information and specify that the information be corrected, oppose the retention of the information, or request its elimination from TCCU's information records.
8. The Children's Center Utah retains such personal information only as long as necessary for this policy and to comply with federal and state record retention requirements.
9. Questions concerning this Donor Information Privacy Policy or the security of personal information processed by TCCU should be sent to: Director, Development, The Children's Center Utah, 3725 West 4100 South, West Valley City, UT 84120
10. All employees of TCCU, its volunteers, auditors or agents are required to read this policy and to sign a statement that they have read and understand this policy and will comply with its provisions.

Reviewed and approved by the Governance/Ethics Committee and adopted by the Board of Directors of The Children's Center Utah, on this 15th day of May, 2024.

Greg Summerhays
Chair, Board of Directors

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I have read and been provided with a personal copy of the Donor Information Privacy Policy.

I understand the Donor Information Privacy Policy and I will comply with it. I have had an opportunity to ask questions and seek clarification about the Donor Information Privacy Policy, and my questions have been answered to my satisfaction and understanding.

Signature of Volunteer

Date