

# Donor Privacy Policy

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## California Center for the Arts, Escondido (CCAЕ) A California Nonprofit Public Benefit Corporation

Approved May 24, 2018

CCAЕ is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that their information will not be shared with any third party.

**Awareness:** CCAЕ 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:** CCAЕ collects and maintains the following types of donor information when it is voluntarily provide to us:

- Contact information: name, address, telephone number, and email address
- Payment information: credit card number, expiration date, and billing information
- Information you wish to share: questions, comments, and suggestions

**How Information is Used:** Information is used to analyze overall giving patterns to assist in making more accurate budget projections, as well as to understand donors' interests in our mission and to update them on the organization's plans and activities. This confidential information is kept on file for IRS purposes and may be shared with staff, board members, and consultants only on a confidential and need-to-know basis.

**List Sharing:** Contact information is for the sole use of CCAЕ staff and Board members. CCAЕ does not sell, rent, trade, or share its donor list with any other organization. We assure you the identity of all donors will be kept confidential. Use of donor information will be limited to the internal purposes of CCAЕ.

**Removing Your Name from Our Mailing List:** It is our desire not to 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 [artcenter.org/email](mailto:artcenter.org/email) or call us at (760) 839-4138.