



## **Houston Recovery Center Donor Privacy Policy**

Houston Recovery Center is committed to respecting the privacy of its donors.

Here are types of donor information that Houston Recovery Center will collect and maintain.

- Contact information: name/organization, complete address, phone number, and email address
- Donation information: donation amounts, donation dates, method and campaign/stimulus
- Donor request and comments
- Copies of donor correspondence relevant to donations

Houston Recovery Center uses donor/donation data to maintain records of donations, send gift acknowledgments, mail year-end tax statements if requested, mail newsletters, notices and direct mail pieces, and internal marketing purposes. Houston Recovery Center will add a donor to its mailing list, unless donor requests otherwise. Houston Recovery Center will not share donation information with third parties.

Individual donors, corporate sponsors, and foundations will be listed in the Houston Recovery Center Annual Impact Report, unless donor requests otherwise. Every effort will be made to clarify listing preference.

Donor information collected online is information required to process credit and debit card payments and is collected by secure third-party merchant service organizations which process the payments for and provide reports to Houston Recovery Center. This information could include donor name, physical and email addresses, phone numbers, credit card number, expiration date, and security code.

Donor payment information received by mail, fax, or in person could include donor name, physical and email addresses, phone number, credit card number, expiration date, and security code, all provided by the donor. This information is used to process payments, acknowledge donations, and contact donors.

Credit card numbers are not retained once processed.

Houston Recovery Center will not trade, share, or sell a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations.

***December 2019***