



# Donor Privacy Policy

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## **PURPOSE**

THE COMPLETE PLAYER CHARITY (TCP) maintains the highest level of respect for the privacy of its donors. To reflect our commitment to honor your rights, we have developed this **Donor Privacy Policy** to guide our volunteers and staff on how they may and may not use your personal information. This policy may be updated from time to time.

## **INFORMATION COLLECTED**

TCP collects and uses various personal information from donors, event participants, and volunteers, including the amount donated, address, telephone number, donor comments, and e-mail address. Tax laws in the United States require TCP to keep contact information and contribution levels of donors on file.

## **INFORMATION USE**

TCP will never publish, sell, trade, rent, or share names (unless released for publication), e-mail or mailing addresses, or telephone numbers of our donors. TCP will use the contact information (e-mail, telephone number, and address) of donors for these purposes only:

Distribute receipts for donations

Thank donors for their donation

Inform donors about upcoming fundraising and other activities of TCP

Internal analysis and record-keeping

Reporting to relevant U.S. and State agencies (these reports are not for public inspection)

Contact donors about changes to this policy

Recognize donors and contribution amounts in annual reports and other similar materials

We assume all donations are publicly announced unless the donor explicitly indicates otherwise. Comments given in donor forms are published in public lists and may be used in promotional materials. In contrast, comments sent to us via email, fax, or telephone are kept strictly confidential. Properly anonymized donor information can be used for promotional and fundraising activities.

We may recognize donor names and contribution amounts in annual reports and other similar materials unless the donor explicitly chooses the "anonymous" field when donating online or requests anonymity for direct donations via check or similar payment.

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## **FINANCIAL INFORMATION**

Access to donor financial information is strictly limited to professional staff who need to process the data. No such data is given to any person, organization, or group who does not need to access the data. TCP only uses online payment processing services with world-class security and strong reputations. TCP 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.

## **DONOR BILL OF RIGHTS**

TCP subscribes to the Donor Bill of Rights developed by the Association of Fundraising Professionals (AFP).

## **CONTACT US**

If you have questions about this Donor Privacy Policy or if you wish to be removed from our e-mail/postal contact lists, then please send an email to [aschindling@tcpyouthempowerment.org](mailto:aschindling@tcpyouthempowerment.org) or write to:

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