

SIGHTCONNECTION **DONOR PRIVACY POLICY**

This document is the Donor Privacy Policy for SightConnection. All staff and volunteers of SightConnection will abide by the content of this document.

SightConnection's Donor Privacy Policy applies to the collection of information collected on our website, by phone, in writing or verbally in person. By submitting your information to SightConnection or any of our staff or volunteers, you consent to the terms and conditions of this policy and understand that SightConnection will only process the personal information you have provided for the purposes stated below.

Personal information is information that identifies you personally, such as your name, address (es,) phone number (s,) and email address (es.) Examples of ways in which SightConnection may collect your personal information:

- When you request information via one of the email addresses identified on SightConnection's website or otherwise contact us in person, phone, or email, with a question. SightConnection may then collect your name, address, phone and email in order to respond to that inquiry.
- SightConnection may collect your name, address, email, and phone number if you register for an event.
- SightConnection may collect your name, address, email, phone number, and credit card information when you make a donation either electronically or by phone. If the donation is made using surface mail, SightConnection may collect the information on your check.

Use and Disclosure of Personal Information

SightConnection will not

- Sell, trade or share your personal information collected on SightConnection's website or through any other business transaction with anyone else.
- Send you mailings on behalf of any other organization.

SightConnection will only

- Share your personal information if you give SightConnection written permission to do so.
- Collect payment information, billing address and other information necessary to process a donation or event registration.
- Use your information to comply with the law or in the good faith belief that such action is necessary to conform to circumstances to protect the personal safety of others.
- Use your 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 or debit card on SightConnection's website, SightConnection may use card authorization and fraud screening services to verify that your card information and address match the information you provided to SightConnection and that the card has not been reported lost or stolen.
- Publish your name and level of giving with your permission. You have the option to indicate that you wish your donation to be Anonymous.
- Send you print or electronic documents with your permission. You have the option to opt of any SightConnection mailing list.
- Disclose your personal information to any third parties except as described in SightConnection's Donor Privacy Policy.