

## **Family Tree Clinic Donor Privacy Policy**

Family Tree Clinic donors are helping to build a healthier, more just community. We honor this investment in many ways, one of which is respect for donor privacy.

Here are the types of donor information that we collect and maintain:

- Contact information, including name, preferred name, organization/company, address, phone number, email address. All gifts provided by donors who wish to remain anonymous are entered into the system as anonymous gifts and included in any reports as such.
- Donation information, including amounts, dates of donation, method of donation
- Information automatically collected by “cookie” data and our website. This information can include: frequency of visits, IP address, browser type, domain names, access times and referring website addresses.

### **How This Information is Used**

Family Tree Clinic uses your data to maintain records of donations, send acknowledgements, mail tax statements, send newsletters, notices and direct mail pieces, and occasional marketing purposes. We usually add donors to our mailing list, unless requested otherwise. Donations over 2% of our entire budget must be reported on IRS Form 990, Schedule B, but as is allowable, donor-identifying information is not included on the public version of this form.

### **Safeguards Against Misuse**

- Our email service provider is obligated to treat email addresses as confidential.
- Family Tree Clinic’s website has an SSL certificate, and online donations are processed securely.
- Credit card numbers are not retained physically or electronically.
- All donation envelopes or gifts are secured until processing.
- Identifying hard copy donor data is held in locked storage, and shredded after use.

Unfortunately, these security measures may not prevent all losses, and Family Tree Clinic is not responsible for any damages or liabilities relating to security failures.

### **No Selling or Trading of Personal Information**

Family Tree Clinic will not sell, rent, or trade donors’ personal information to outside organizations. Use of donor information will be limited to the purposes of achieving Family Tree’s mission to cultivate a healthy community through comprehensive sexual healthcare and education.

We occasionally participate in fundraising collaborations with similarly-focused nonprofits, especially those aligned with FTC's commitment to community and reproductive health. If we are working in collaboration with other organizations, the collaborative will be clearly defined, and Family Tree Clinic will be named as a collaborator.

### **Opting Out and Meeting Donor Needs**

Family Tree Clinic is responsive to donors' interest in privacy of data, and the need to update this information if information changes. At any point, donors can contact Family Tree Clinic to update information and contact status, including updating a preferred name, request no contact, request no email, no hard copy mailings, give a change of address, or ask for no solicitation. To make changes, please call us at (651) 272-3552 or email [info@familytreeclinic.org](mailto:info@familytreeclinic.org) and we will confirm when the changes are made.