

## Donor Privacy Policy

January 1, 2021

Center for the Arts (“The Center”) is committed to respecting the privacy of our donors. This Donor Privacy Policy is provided to inform you of how 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

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

- Contact Information: Your name, names of spouses and/or family members also involved in the organization, organization or business name (if applicable), complete address, phone number, and email address.
- Donation History: Records of giving history on an annual basis.
- Payment Information: Credit card number, expiration date, and billing address. (This information is not saved in our database and is only collected at a donor’s request to facilitate donations).
- Shipping Information: Name and complete mailing address.
- Information You Share: Including comments, questions, and preferences.

### How Information is Used

The Center uses your information to understand your interests and provide you with timely information about the organization, including upcoming performances and relevant news. It is The Center’s policy that donor information is available to staff and board members on a strict “need-to-know” basis. No staff or board member shall disclose any information pertaining to our patrons during or after the term of his or her employment or service. This includes names, addresses, phone numbers, donation history, or other information.

### Sharing Contact Information

The Center does not furnish patron lists or other donor information to other entities or individuals without express consent.

Specifically, we use your information to help you complete a transaction, communicate with you, and update you about The Center. Credit card numbers are used only for secure donation or payment processing and are not retained for any other purpose. We use the comments you offer to provide you with information requested, and we give due consideration to all suggestions and comments.

### No Sharing of Personal Information

The Center will not sell, rent, or lease your personal information to other organizations or individuals. We assure you that the identity of all of our donors will be kept confidential at all times. Use of donor information will be limited to internal purposes of The Center and only to further the activities and purposes of our organization.

### Removing Your Name From Our Mailing List

Please contact us at [info@jhcenterforthearts.org](mailto:info@jhcenterforthearts.org) or call 307-734-8956 if you wish to be removed from our mailing list.

### Contact Us

If you have further comments or questions about our Donor Privacy Policy, please contact Anne Ladd, Development Director, at [anneladd@jhcenterforthearts.org](mailto:anneladd@jhcenterforthearts.org) or 307-734-8956 x 131.

# CENTER FOR THE ARTS



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