



DONOR PRIVACY POLICY & DONOR BILL OF RIGHTS

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TIMBERLINE ADULT DAY SERVICES 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

TIMBERLINE collects and uses various personal information from donors that includes: amount donated, address, telephone number, donor comments and e-mail address. Tax laws in the United States and the State of Colorado require TIMBERLINE to keep contact information and contribution level of donors on file.

INFORMATION USE

TIMBERLINE will never publish, sell, trade, rent or share names (unless released for publication), e-mail or mail addresses, or telephone numbers of our donors. The Foundation will use 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 TIMBERLINE
- 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

We assume all donations are not to be 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 while 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 allow donors the option to have their name publicly associated with their donation unless the donor explicitly chooses the "anonymous" field when donating online.

FINANCIAL INFORMATION

All access to donor financial information is strictly limited to professional staff that needs to process those data. No such data are given to any person, organization or group who does not need to access those data. TIMBERLINE only uses online payment processing services with world class security and strong reputations. TIMBERLINE 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

TIMBERLINE 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 [*tracie@timberlineadulthood.org*](mailto:tracie@timberlineadulthood.org) or write to:

TIMBERLINE ADULT DAY SERVICES
PO Box 1357
Frisco, CO 80443-1357