



HERITAGE
RETREATS
SINCE 1999

POLICY

Date:	January 1, 2020
Policy No:	VIII (a)
Policy Name:	Donor Privacy Policy

HERITAGE RETREATS is committed to respecting the privacy of our donors.

Information Collected. As a result of donors' interaction with our donation pages, making donation, or participation in HERITAGE RETREATS' programming activities, HERITAGE RETREATS may collect certain personal information, as described below:

- contact information: name, organization/company, complete address, phone number, email address
- donation information: amounts donated, date of donation(s), method, and stimulus
- donor requests and comments
- donor contacts at HERITAGE RETREATS
- non-personally identifiable information, such as Google web page analytics, etc.

How Information is Used.

HERITAGE RETREATS uses donor data to maintain records of donations, send acknowledgments and receipts, send newsletters and mass mailings, and for internal marketing purposes.

We normally add donors to our mailing list, unless requested otherwise. To the extent we use a third-party mailing service, they are contractually obligated to treat the lists with confidentiality and are prohibited from transferring them elsewhere.

We do NOT list individuals' names in ANY of our publications unless specific permission is given. Corporate and Foundation sponsors are listed in our Annual Report and event programs.

Where relevant, we use donors' written comments/letters to respond to their inquiries.

Credit card numbers are NOT retained once processed. Our website has an SSL certificate.

Annually, donors who have contributed over 2% of our entire budget must be reported on IRS Form 990, Schedule B.

We use website statistics to analyze our website usage.

No Sharing of Personal Information. HERITAGE RETREATS will not sell, rent, trade, or transfer donors' personal information to outside organizations. The use of donor information will be limited to the internal purposes of HERITAGE RETREATS and only to further the mission of HERITAGE RETREATS.

Removing Donor Names From Our Mailing List. Donors may contact [info@HERITAGE RETREATS.COM](mailto:info@HERITAGERETREATS.COM) if they wish to be removed from Heritage Retreats' mailing list.