

DONOR PRIVACY POLICY

Project Success is committed to respecting the privacy of our donors. We provide this Donor Privacy Policy to make you aware of our privacy policy and to inform you of the way your information is used. This privacy policy applies to collection of information, including information collected on our website www.projectsucces.org. By submitting your information to us or any of our staff, you consent to the terms and conditions of the policy and to our processing of personal information for the purposes stated below.

Information Collected

“Personal Information” is information that identifies you personally, such as your name, address, telephone number, and email address. We collect and store the personally identifiable information that you have provided us in a secure database with limited access by Project Success staff.

Some of the ways in which we collect this information are:

- When you request information via one of the email addresses identified on our website or otherwise contact us in person, by phone or email, with a question. We may then collect your name, address and email in order to respond to that inquiry.
- We may collect your name, email address and other contact information if you register for an event.
- We may collect your name, email address, telephone number and payment information when you make a contribution, either on our website, over the phone, or by mailing in a check.
- We collect and store donation records by donor. We also collect payment information, billing address, and other information necessary to process a donation or event registration.
- When you provide your contact information on a sign-up sheet at an event where we are present.

The above list provides a sample of personal information that may be collected by Project Success, and from time to time, we may collect personal information from you in ways not described above.

Use and Disclosure of Information

- We will not sell, trade, or share your personal information, collected on the website or through any other business activities with third parties.
- We will not send you mailings on behalf of other organizations.
- We will only share your personal information if you give us specific permission to do so.
- We will collect payment information, billing address and other information necessary to process a donation or event registration.
- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us,

protect and defend our rights or act in urgent circumstances to protect the personal safety of others.

- We will use the 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 the website, we may use card authorization and fraud screening services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.

Changes to the Privacy Policy

We reserve the right to change this Privacy Policy. For changes to this policy that pertain to our use or disclosure of your personally identifiable information, we will obtain your consent before implementing the change by sending a notice to your primary email address and home address specified in our records and by placing a prominent notice on our website.

Discontinue Contact

It is our strong desire to not send unwanted mail or information to our donors. Project Success has a “Discontinue Contact Policy” which was adopted by the board of directors in 2014 (for a copy, contact Project Success at the email listed below).

Reviewing and Correcting Personal Information

Should you wish to view, update, or correct your personal contact information, remove yourself from any or all of our contact lists, or discuss a privacy concern with us, please contact our Development team at info@projectsuccess.org.