

Habitat for Humanity of Spartanburg Donor Privacy Policy



1.0 Purpose

Habitat for Humanity of Spartanburg is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure that donor information will not be shared with any third party.

2.0 Policy

Habitat for Humanity of Spartanburg collects and uses various 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 South Carolina require Habitat for Humanity of Spartanburg to keep contact information and contribution level of donors on file.

Habitat for Humanity of Spartanburg uses donor information to understand donors' needs and provide excellent service. Habitat for Humanity of Spartanburg will never sell, trade, rent or share names, e-mail or mail addresses, or telephone numbers of our donors. Habitat for Humanity of Spartanburg 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 Habitat for Humanity of Spartanburg
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)

All access to donor financial information is strictly limited to professional staff of Habitat for Humanity whose job requires them to process this data. Donor records are kept in a password protected, electronic database

To accept contributions via credit card, Habitat for Humanity of Spartanburg uses accredited online payment processing services in accordance with security and data privacy policies. Habitat for Humanity of Spartanburg 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.

Donations made via US mail, utilizing a credit card are processed by designated personnel and the credit card information is destroyed after processing the transaction.