



Habitat for Humanity of Kent County (Habitat Kent) is committed to maintaining the privacy of our website visitors and donors and upholds the confidentiality of your personal information. Habitat Kent does not share, sell, rent, or trade information about its donors and other contacts. The personal information you provide is solely utilized to process and receipt your donation, to register your attendance at an event or meeting, or to respond to any of the information requests you may have.

All personal information provided to us is stored in databases located on servers that are behind firewalls. Donor anonymity will be respected if requested and where applicable. Upon request, we allow you full access to your information and we will maintain its accuracy according to your instructions.

Habitat Kent respects the privacy of our visitors and does not collect any personal information. We do not attempt to track individuals in any manner and we do not link the web information to link to any other databases with the purpose of identifying individual website users. We do not track IP addresses or deposit "cookies" in an attempt to gain information about website users.

When visiting links to other sites, we encourage you to review the privacy policies and statements of each site you visit.

Habitat Kent strives to keep donors informed about how donations are used and their importance for continuing our programs. We send several mailings a year to accomplish this and include a donation coupon to invite financial support. Most Habitat Kent supporters want to receive all of our mailings and newsletters. However, you may opt-out of any and all mailings by contacting us with your request. Comments or questions regarding Habitat for Humanity of Kent County Privacy Policy should be directed to:

- Email: shotchkiss@habitatkent.org
- Phone: 616.588.5229
- Mail: Habitat for Humanity of Kent County, Donor Privacy, 425 Pleasant St. SW, Grand Rapids, MI 49503

DONOR PRIVACY POLICY

- A. All information concerning donors or prospective donors, including their names, the names of their beneficiaries, the exact amount of the gift, size of the estate, or any other information for which there is a reasonable expectation of privacy and/or confidentiality is kept strictly confidential by Habitat Kent, its Board of Directors, and staff, unless written permission is obtained from the donor to release such information.
- B. Only authorized Habitat Kent staff and members of the Board of Directors are permitted to view donor files.
- C. Habitat Kent does not sell or share its donor and mailing lists with other organizations.
- D. Donors and prospective donors may opt out of fundraising mailings via telephone, letter, email, or in person.

The Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

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