

DONOR PRIVACY POLICY & DONOR BILL OF RIGHTS

AD.02, REV DRAFT, MAR 2015

The CYCLE EFFECT 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

CYCLE EFFECT 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 CYCLE EFFECT to keep contact information and contribution level of donors on file.

INFORMATION USE

CYCLE EFFECT 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 CYCLE EFFECT
- 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. CYCLE EFFECT only uses online payment processing services with world class security and strong reputations.

CYCLE EFFECT 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

CYCLE EFFECT subscribes to the Donor Bill of Rights developed by the Association of Fundraising Professionals (AFP), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and The Giving Institute.

ONLINE INFORMATION

Cookies

We may use cookies to store visitors' preferences, record session information, such as items that consumers add to their shopping cart, record user-specific information on what pages users access or visit, alert visitors to new areas that we think might be of interest to them when they return to our site, record past activity at our site in order to provide better service when visitors return to our site, customize web page content based on visitors' browser type or other information that the visitor sends and record referring sites.

Security Measures

Payment processing is conducted by PayPal and Squarepay for mobile CC payments. We do not collect payment information and rely on the security measures of these service providers.

Links to Other Sites

We sometimes provide referrals to and links to other websites from our site. Such a link should not be seen as a uniform endorsement, approval or agreement with any information or resources offered at sites you can access through our site. We are not responsible for the content or practices of third-party sites that may be linked to our sites, and no inference or assumption should be made and no representation should be inferred that we are connected with, operate or control these websites.

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 info@thecycleeffect.org or write to:

THE CYCLE EFFECT
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