

#### **DONOR PRIVACY POLICY**

Jewish Family Service of MetroWest NJ is committed to respecting the privacy of our donors. This policy informs donors of the way their information is used and provides them with the opportunity to remove their names from our mailing lists, if they wish to do so.

## We collect the following information from our donors:

- Contact information (names, complete addresses, phone numbers and email addresses)
- Payment information (credit card information is used only for payment processing and is not retained, unless we are requested to do so by the donor)
- Information the donor wishes to share (comments, questions, suggestions)

#### How our donor information is used:

We use donor information to complete gift transactions, communicate with you, and update you on JFS news and events. Credit card information is used only for payment processing and is not retained, unless we are requested to do so by the donor. We use any comments offered bythe donor to provide information requested and take seriously suggestions made. We respect donor wishes with regard to acknowledgement and publication of any gift.

## There is no sharing of personal information:

Jewish Family Service of MetroWest NJ will not sell, rent, or lease your personal information to other organizations. We assure donors that their personal information is kept confidential. Use of donor information is strictly limited to the internal purpose of Jewish FamilyService of MetroWest NJ and only to further the organization's activities and purpose.

## Donors can remove their names from our mailing lists:

We do not wish to send unwanted mail to our donors. Donors may contact us directly to beremoved from our mailing lists.

# Donor acknowledgement:

Donors are acknowledged in our annual report, at our annual gala, in our annual gala marketing materials, and on our website if they are members of our Major Gifts Society or 1861 Society. Donors can choose to remain anonymous if they notify of us of their wishes.

Questions about our donor privacy policy will be answered by sending an email toinfo@jfsmetrowest.org