

## **Donor Privacy Mission**

Glenwood Academy is committed to maintaining the confidentiality, integrity and security of personal information entrusted to us by our donors. Personal information is information that identifies donors to Glenwood personally, such as name, address, telephone number and email address.

Glenwood strongly believes that donors must be assured that information provided is used responsibly and appropriately. To protect privacy, Glenwood has implemented the following policy.

## **Policy**

### **INFORMATION COLLECTION AND USE**

When making a donation through mail, special events, or online, donors may be asked for their name, address, telephone number, email address, and credit card information in order to complete their contribution. Glenwood utilizes secure transaction methods when collecting credit card information. Glenwood does not disclose credit card information provided by its donors. In addition, Glenwood requires all employees to keep confidential the information that they have access to, in accordance with this privacy policy.

It is the policy of Glenwood to collect and store only personal information that our donors knowingly provide. This information is used for billing purposes. Should Glenwood experience difficulty processing a gift or request for information, they will use this information to contact the donors(s).

Glenwood does not sell or share its donor or volunteer lists. Individuals who visit Glenwood's website or become a supporter of Glenwood, their name, mailing and phone information will not be sold or shared with any other entity.

Glenwood will use the name and email address of individuals who wish to subscribe to the Glenwood newsletter(s), to send them the newsletter. Glenwood respects the privacy of others and provides a way to unsubscribe. Refer to the "Choice and Opt-out" section.

Glenwood does not collect any personal information from users browsing its web site. When visitors use the public areas of our website they are doing so anonymously. Glenwood collects aggregate use information such as the number of visits per page. Aggregate data is used for internal and marketing purposes, but Glenwood does not collect any personally identifying information. When individuals visit Glenwood's website and make a donation, or request information, they will be asked to provide certain identifying information. In all cases this information is submitted voluntarily. In most cases visitors will be asked for their name and email address.

## **INFORMATION SHARING AND DISCLOSURE**

Glenwood does not link aggregate user data with personally identifiable information.

Glenwood does not share the profile or personally identifiable information of others with other third parties.

Glenwood reserves the right to disclose individuals' personally identifiable information as required by law. When Glenwood believes that disclosure is necessary to protect its rights and/or to comply with a judicial proceeding, court order, or legal process served on our website.

## **CHOICE/OPT-OUT**

Glenwood provides individuals with the opportunity to "opt-out" of having their personally identifiable information used for certain purposes such as emails, physical addresses, and phone numbers, when Glenwood asks for this information.

If an individual no longer wishes to receive Glenwood's newsletter and communications, they may opt-out of receiving them by following the instructions included in each newsletter or communication, or by emailing Glenwood at [inforequest@glenwoodacademy.org](mailto:inforequest@glenwoodacademy.org), or contacting Glenwood at 708/754-0175.