## **Donor Privacy Policy**

Mouse-Free Marion is committed to protecting the privacy and confidentiality of our donors. We value the trust you place in us by giving to our institution and take very seriously our responsibility to safeguard the integrity of the information you provide us.

Mouse-Free Marion will not sell, share or trade our donors' names or personal information with any other entity, nor send mailings to our donors on behalf of other organizations.

This policy applies to all information received by MFM, both online and offline, on any platform ("platform", includes the MFM website), as well as any electronic, written, or oral communications. To the extent any donations are processed through a third-party service provider, our donors' information will only be used for purposes necessary to process the donation.

## Our Use of Personal Information

From time to time, MFM staff will request you provide personal information to us. This information includes, but is not limited to, your name, address, telephone number, and e-mail address. This information is considered private and is used for internal purposes only. We restrict access to your /personal information to those employees who process your donation and provide you with our services. All employees sign a confidentiality statement as a condition of their employment. Under no circumstances will we share, loan, barter, or sell information about you to any third party. If you authorize us in writing to provide your information to a trusted third party such as your accountant or attorney, we will oblige. Lastly, there may be times we disclose information because we are legally required to do so pursuant to a subpoena or court order.

## **Questions and Comments**

Mouse-Free Marion welcomes your comments and questions regarding this privacy statement. Please contact Tarryn at:

tarryn.havemann@mousefreemarion.org