

ANIMAL WELFARE SOCIETY

Donor Privacy Policy Adopted December 21, 2016

This privacy policy applies to collection of information, including information collected on our website. By submitting your information to us or any of our staff, you consent to the terms and conditions of the policy and to our processing personal information for the purposes stated below.

Personal Information

“*Personal Information*” is information that identifies you personally, such as your name, address, telephone number, and email address. We collect and store the personally identifiable information that you have provided us. Here are some examples of ways in which we may collect your information.

- When you request information via one of the email addresses identified on our website or otherwise contact us in person, by phone or email, with a question, we may then collect your name, address and email in order to respond to that inquiry.
- We may collect your name, email address and other contact information if you register for an event, adopt a pet, sign up for obedience class or receive services from AWS.
- We may collect your name, email address, telephone number and payment information when you make a contribution, either on our website, over the phone or by mailing in a check.

The above list provides a sample of personal information that may be collected by Animal Welfare Society. From time to time, we may collect personal information from you in ways not described above.

Use and Disclosure of Personal Information

- We will collect Personal Information, including payment information, billing address and other information necessary to process a donation or event registration.
- We will use Personal Information to analyze overall giving patterns in order to make more accurate budget projections, as well as to understand donors’ interests in our mission and to update them on the organization’s plans and activities.
- We will share Personal Information with staff, board members, volunteers and consultants only on a confidential and need-to-know basis.
- We will use Personal Information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us, protect and defend our rights or act in urgent circumstances to protect the personal safety of others.
- We will use Personal Information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration or other donation. If you use a credit or debit card on the website, we may use card authorization and fraud screening

services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.

- You have the right to review the Personal Information that we have collected about you. To review that information please contact us in writing at Animal Welfare Society PO Box 43 West Kennebunk, ME 04094.

Except as described in this Privacy Policy or at the time we request the information, we do not otherwise disclose Personal Information to any third parties. Further, Animal Welfare Society will not sell or trade your Personal Information to any third parties.

Right to Discontinue Contact

It is the policy of Animal Welfare Society to communicate with donors according to their expressed preferences whenever possible. Animal Welfare Society will discontinue or change the method used to contact any person upon that person's oral or written request directed to the organization.

Upon a person's (or a person's authorized representative's) request that Animal Welfare Society discontinue further contacts, the person's name and address will be promptly modified in Animal Welfare Society's donor database to ensure that no further contact is made with the person. Animal Welfare Society will also take steps to ensure that no further contact is made with the individual and that the person's name is removed from any external databases or records under Animal Welfare Society's control. However, Animal Welfare Society does from time to time solicit donations from donors to other groups whose lists we do not possess or control.

Permanent Record: Animal Welfare Society will maintain an electronic record of all requests for discontinuance of contacts, effective with the adoption of this policy by Animal Welfare Society. Oral requests will be noted in writing by the staff of Animal Welfare Society and then permanently recorded in the electronic donor database. The records of persons who have made such a request will be maintained by Animal Welfare Society to the extent necessary for legal or liability purposes.

Donor Bill of Rights

Animal Welfare Society subscribes to the Donor Bill of Rights, which was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

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 ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit 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.

Changes to the Privacy Policy

We reserve the right to change this Privacy Policy from time to time. When we do, we will note the last update at the bottom of this Privacy Policy. For changes to this policy that may be materially less restrictive on our use or disclosure of your personally identifiable information, we will obtain your consent before implementing the change by sending a notice to your primary email address and home address specified in our records and by placing a prominent notice on our website.

Contact Information

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