

## **DONOR PRIVACY POLICY**

Habitat for Humanity of South Hampton Roads (Habitat SHR) is committed to protecting the personal information it receives in conjunction with receiving donations. Personal information is required to keep a record of donation transactions, to acknowledge donations (including any restrictions), to provide appropriate tax receipt documentation, to keep the donor informed of how the donation is used to support the Habitat SHR mission and to establish an ongoing communications link with the donor.

Our Commitment to Our Donors:

- Habitat SHR will not sell, share or trade donors' names or personal information with any other entity, nor send mailings to donors on behalf of other organizations.
- This policy applies to all information received both online and offline, on any Communications Platform, as well as any electronic, written, or oral communications.
- To the extent any donations are processed through a third-party service provider, donors' information will only be used for purposes necessary to process the donation.

Our Donors have the right to opt-out of receiving any or all communications by:

- Contacting the Habitat SHR Development Director:
  - o Written: Habitat SHR, 900 Tidewater Drive, Norfolk, VA 23504
  - o Email: [development@shrhabitat.org](mailto:development@shrhabitat.org)
  - o Phone: (757) 690-9025

This Policy is approved by the Executive Director on February 3, 2020