

**PATHFINDER SERVICES, INC.
POLICY/PROCEDURE**



Number: 131

Sponsor: Senior Leadership

Subject: **Donor and Volunteer Privacy Policy**

Original Date: May 23, 2018

Revised/Reviewed Date:

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Pathfinder Services is committed to respecting the privacy of our donors and volunteers. We have developed this privacy policy to ensure donor and volunteer information will not be inappropriately shared with any third party. Pathfinder Services provides this Donor and Volunteer Privacy Policy to make supporters aware of our practices, and to inform donors, potential donors, and volunteers how information is used.

We collect and maintain the following types of donor and volunteer information:

- Contact information: name, organization, complete address, phone number, email address;
- Payment information: credit card number and expiration date, and billing information;
- Requests to receive periodic updates: e.g., to individuals who request it, we will send periodic mailings and/or e-mails related to specific fundraising events or appeals, and newsletters.

Pathfinder Services uses donor information to complete a transaction, provide tax receipts, and update on the impact of a contribution. Credit card numbers are used only for donation or payment processing and are not retained or stored for other purposes.

Pathfinder Services will not sell, rent, or lease personal information to other organizations. We assure that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of Pathfinder Services. It is our desire to avoid sending unwanted mail to our donors and volunteer. All contributors are provided with the opportunity to remove their name from our mailing lists at any time, if desired.

Please contact us if you wish to be removed from our mailing list. E-mail communications provide a mechanism to be removed from our contact list. If you have comments or questions about our donor and volunteer privacy policy, please send us an email at info@pathfinderservices.org or call us at (800) 833-1571.