



## 12 & 12 Donor Privacy Policy

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12 & 12 provides this Donor Privacy Policy to make our donors and prospective donors:

1. Aware of our privacy policy;
2. Inform them of the way their information is used; and
3. Assure them that their donor information will not be shared with any third party.

12 & 12, Inc. is committed to respecting the privacy of our donors to the extent provided by law. We will not sell, rent or share a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations. All information concerning donors or prospective donors, including their names, addresses and telephone numbers, the names of their beneficiaries, the amount of their gift, etc., shall be kept strictly confidential by 12 & 12, Inc., its staff, volunteers and consultants, unless permission is obtained from donors to release such information.

We collect and maintain the following types of donor information:

1. Contact information: name, organization, address, telephone number and email address;
2. Giving information;
3. Payment information – if applicable, credit card processing and billing information; Credit card numbers are used only for donation or payment processing and are not retained for other purposes.
4. Information on events attended, publications received and special requests for program information;
5. Information provided by the donor in the form of comments and suggestions

12 & 12, Inc. uses donor information to complete transactions, to communicate with periodic mailings and/or e-mails related to specific fund-raising events or appeals, and newsletters. Use of donor information is limited to the internal purposes of 12 & 12, Inc.

It is our desire to not send unwanted communications to our donors. If you wish to opt out of receiving information, please send us an email at [coby.miller@12and12.org](mailto:coby.miller@12and12.org) or call us at 918-779-7157.

We welcome your questions, comments, and concerns about privacy. Please send us any and all feedback pertaining to privacy, or any other issue to us at [coby.miller@12and12.org](mailto:coby.miller@12and12.org) or call us at 918-779-7157.

If we decide to change our privacy policy, we will post those changes on this page. Policy changes will apply only to information collected after the date of the change. This policy was last modified by the 12 & 12 Board of Directors on September 30, 2015.