

Donor Privacy Statement for Pottstown Heritage Group

Pottstown Heritage Group is committed to protecting the privacy and security of our donors' personal information. We value your generosity and trust, and we handle your data with the utmost care. This Donor Privacy Statement explains how we collect, use, and protect your information.

Information We Collect:

We collect the following types of information from our donors:

- **Contact Information:** Name, address, phone number, email address.
- **Donation Information:** Donation amount, date of donation, payment method.
- **Demographic Information (Optional):** Age, gender, occupation, interests (collected only if voluntarily provided by the donor).
- **Giving History:** Records of past donations to our organization.
- **Communication Preferences:** Preferences regarding receiving communications from us (e.g., mail, email, phone).

How We Use Your Information:

We use your information for the following purposes:

- **Processing Donations:** To process your donations and provide donation receipts.
- **Donor Recognition:** To acknowledge your generosity (unless you choose to remain anonymous). This may include publishing donor names in our annual report, on our website, or in other publications, but only with your explicit consent.
- **Communication:** To communicate with you about our programs, activities, and fundraising efforts, based on your communication preferences. You may opt out of these communications at any time.
- **Reporting:** To comply with legal and regulatory reporting requirements.
- **Internal Analysis:** To analyze giving patterns and improve our fundraising strategies.
- **Relationship Management:** To build and maintain relationships with our donors.

How We Protect Your Information:

We take the following measures to protect your information:

- **Secure Storage:** We store your information securely, both electronically and physically.
- **Limited Access:** Access to your information is restricted to authorized personnel who need it to perform their duties.
- **Data Encryption:** We use encryption technology to protect your information during transmission.
- **Compliance:** We comply with applicable data privacy laws and regulations.

Sharing Your Information:

We will not sell, rent, or trade your personal information with any other organization, except as required by law or with your explicit consent. We may share your information with third-party service providers who assist us with processing donations, sending mailings, or other essential functions, but only under strict confidentiality agreements.

Your Choices:

You have the following choices regarding your information:

- **Anonymity:** You may choose to remain anonymous when making a donation.
- **Communication Preferences:** You may opt out of receiving communications from us at any time by contacting us at [Phone number] or [Email address].
- **Access and Correction:** You may request access to and correction of your personal information by contacting us at [Phone number] or [Email address].

Changes to this Statement:

We may update this Donor Privacy Statement from time to time. Any changes will be posted on our website.

Contact Us:

If you have any questions or concerns about this ¹ Donor Privacy Statement, please contact us at: treasurer@pottstownheritage.org