



WHITE BEAR CENTER FOR THE ARTS Donor Privacy, Discontinue Contact & Security Policy

The content of this page is an official policy approved by the White Bear Center for the Arts (WBCA) Board of Directors who maintains the highest level of respect for the privacy of its donors. We have developed this Donor Privacy & Security Policy to guide our staff and volunteers on how they may and may not use your personal information.

What information we collect

We use personal information collected from donors for the purposes of processing payments and communicating with donors about WBCA, as well as, conducting the fundraising and other operations of WBCA. This information may include name, amount donated, address, telephone number, donor comments, e-mail address, and any other personal information provided to us (“Donor Data”). For donations by check, Donor Data also includes the data visible on the check.

As part of providing an online experience for donors, we utilize an e-mail marketing company Go Daddy for e-mail communications once a donor or member has agreed to receive them and GIVEMN for on-line giving. GIVEMN partners with U.S. Bank to securely process your donations, and uses Verisign, the industry leader in SSL certification, so that your personal information is vigorously protected. Please refer to GIVEMN.org website for further privacy protection policies.

How we use that information

Donor Data may be used for these kinds of purposes:

- Distributing receipts and thanking donors for donations
- Informing donors about upcoming fundraising and other activities of White Bear Center for the Arts
- Internal analysis, such as research and analytics
- Record keeping
- Reporting to applicable government agencies as required by law
- Surveys, metrics, and other analytical purposes
- Other purposes related to the fundraising operations and for recognition in published WBCA materials.

Unless otherwise stated, we do not publish, sell, trade, rent or exchange Donor Data.

Financial information

It is our internal policy to limit access to financial information to professional staff that need to process that information for the purposes described above. Personal financial information is not sold to or traded with other parties.

Contact us

If you have questions about this Donor Privacy Policy or requests about the status and correctness of your donor data, please contact us at the address below or email us at wbca@whitebeararts.org.

Executive Director
White Bear Center for the Arts
4971 Long Avenue
White Bear Lake, MN 55110
651-407-0597

Discontinue Contact

It is the policy of WBCA to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

WBCA shall maintain a record of all requests by persons who indicate to WBCA, its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of WBCA.

2. Limitation: This policy does not prohibit contact by WBCA that is solicited by a person or a person's representative, even if the person or his/her representative have requested to be placed on the "do not contact list." Contact by WBCA that is solicited by a person whose name appears on "do not contact" list shall be limited to providing a direct response to the person's inquiry and shall not cause the person's name to be removed from the "do not contact" list.

3. Procedure: Upon a person's (or a person's authorized representative's) request that WBCA discontinue further contacts, the person's name and address will be promptly removed from our database or modified to insure that no further contact is made with the person.

4. Permanent Record: WBCA will maintain a record of all requests for discontinuance of contacts. Oral requests will be recorded in writing by the staff and maintained with the written requests.

Security

We are committed to protecting donor personal information from unauthorized access, alteration, disclosure, or destruction. While we take every precaution, we cannot absolutely guarantee that the credit card data is secure and we are not liable for information the donor shares with other. We do not retain credit card information after it is used to process authorized donations or

memberships. We recommend that donors only provide credit card information to organizations they know.

Other Disclosures

We may disclose information when required by law, when needed to protect our rights, privacy, safety, property, donors, or users, and when necessary to enforce our terms of service.

Updates

We may change the Donor Privacy Policy from time to time. Any and all changes will be reflected on this page. Substantive changes may also be announced through the standard mechanisms by which we communicate with our users and community. You should periodically check this page for any changes to the current policy.

Data Retention

We seek to retain donor-related information only as needed to fulfill the purposes described in this policy unless a longer retention period is required by law or regulations. For example, tax laws in the United States and the State of Minnesota require the Organization to keep contact information and contribution level of donors on file.