

Second Harvest Food Bank of Middle Tennessee Donor Privacy Policy

At Second Harvest Food Bank of Middle Tennessee, we believe a donor should have confidence that their personal information is kept private. That is why we enforce the Donor Privacy Policy outlined here.

- A. Second Harvest collects personal and financial information to properly document and acknowledge donations and to facilitate future communication about use of funds, the fight against hunger and opportunities for donor involvement in the mission.

Donor information includes all identifiers that the donor voluntarily provides, including name, physical and/or mailing address, phone number(s), email address(es) and other identifiers required for the purpose of making a donation, registering for an event or when otherwise contacting Second Harvest about a past or potential future donation. Donor information also includes payment information, including check data or credit card number, expiration date, security code, as well as any relevant billing information. Second Harvest does not store credit card or checking account information for repeat or future gift processing unless such future use is expressly authorized by the donor. Donors can set up future or recurring donations online or by contacting us.

Methods of communicating donor information includes data collected online, in person, by telephone, via email and/or in physical written form.

Applicable law may require that we retain certain information.

- B. Second Harvest Food Bank does not sell or rent to third parties the names or other personal information about our donors, website users or subscribers. Occasionally, Second Harvest confidentially shares limited donor information with a third party so that it may utilize a service to find like-minded donors. If you do not want your personal information shared in this manner, or if you would like to **opt out** of mailings, adjust mail preferences and/or update your personal data, you can do so at any time by contacting us.
- C. Second Harvest staff may collect donor information in order to respond to an inquiry made by the donor.
- D. A donor may opt-out of receiving mass emails, newsletters or any and all other communication by contacting us at 615-329-3491 or at privacy@secondharvestmidtn.org.
- E. Second Harvest may thank donors for their donations. Corporate, foundation and other organizational donors may be acknowledged publically unless the donor opts out of such publication, in writing.
- F. In addition to collecting and using information in donation transactions, we may use donor information
- to inform donors about Second Harvest
 - for internal analysis and record-keeping
 - for required reporting to relevant government agencies
 - to contact donors about changes to this Donor Privacy Policy.

- G. If a gift is in honor or in memory of a third party, the donor may choose to disclose the name and address of the third party for notification purposes. Providing the name and address of an honoree does *not* add that person to our donor database for mailing and other distribution lists.

If you have questions about this policy or want to make changes, please contact Second Harvest Food Bank of Middle Tennessee at 615-329-3491 or at privacy@secondharvestmidtn.org.