

# Privacy Policy Donor Privacy Policy

My New House ("MNH") is committed to protecting the privacy of the personal information we collect from our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

MNH provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from (or opt out of) our mailing list, if you desire to do so.

#### **Contact Information**

MNH collects and uses various information from donors that includes amount donated, address, telephone number, donor comments and e-mail address. Tax laws in the United States and the State of California require MNH to keep contact information and contribution level of donors on file.

MNH uses donor information to understand donors' needs and provide excellent service. MNH will never sell, trade, rent or share names (unless released for publication), e-mail or mail addresses, or telephone numbers of our donors. We will remove your name from the list at any time at your request. MNH will use contact information (e-mail, telephone number and address) of donors for these purposes only:

# Distribute receipts for donations

Thank donors for their donation

Inform donors about upcoming fundraising and other activities of MNH

## Internal analysis and record keeping

Reporting to relevant U.S. and State agencies (these reports are not for public inspection)

Properly anonymized donor information is used for promotional and fundraising activities. MNH allows donors the option to have their name associated with their donation unless the donor explicitly chooses to remain "anonymous."

### **Financial Information**

All access to donor financial information is strictly limited to Board of Directors. No such data is given to any person, organization or group who does not need to access such data. Donor records are kept on a secure server and in a secure file cabinet.

To accept contributions via credit card, MNH uses accredited online payment processing services with world-class security and data privacy policies. Unless requested by the donor for the purpose of processing recurring donations, MNH does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services.

It is our desire to not send unwanted mail or information about MNH to our donors. Please contact us if you wish to be removed from our mailing list.

## **Changes to this Policy**

We may periodically make changes to this Policy. In the event we make material changes, we will provide notice through our website (<a href="www.mynewhousela.com">www.mynewhousela.com</a>). Changes will be effective immediately upon posting to the Site.

If you have comments or questions about our donor privacy policy, please send us an email at <a href="mailto:info@mynewhousela.org">info@mynewhousela.org</a> or call us at (213) 263-9522.