

POLICY ON DONOR PRIVACY

Number: 05.02.00

Date Created: 12.04.2019

Purpose: To establish a policy regarding how a donor's information is collected and used.

Policy: The Catalyst provides a Policy on Donor Privacy on its website or by request that describes how the donor's information is collected and used. It allows donors to "opt out" of any or all communications.

Personal Information:

The Catalyst Center for Business & Entrepreneurship is committed to respecting the privacy of its financial donors, whether the donation is made online, by mail, or any other method. When a donor makes a financial donation, they provide their name and contact information. Financial donors provide standard payment information including, in many circumstances, credit card data. The Catalyst protects donor information in a variety of ways, as described below.

Use and Disclosure of Personal Information:

- The Catalyst will not sell, share or trade donor personal information with anyone else.
- The Catalyst will only share donor personal information if a donor gives us specific permission to do so.
- The Catalyst will not send donors mailings on behalf of other organizations.
- The Catalyst protects financial information received both on-line and off-line. The Catalyst typically will collect payment information, billing address and other information necessary to process a donation or event registration. The Catalyst uses an accredited and secure online payment processing service. The Catalyst does not store, nor does it have access to, a donor's credit card information, bank account numbers or other account data sent through our processing services. Credit card payment information mailed to The Catalyst off-line is shredded after payments have been processed.
- When The Catalyst works with other companies to process credit card transactions, those companies also use encryption and other appropriate security measures.
- Other than to process credit card transactions, The Catalyst does not use third parties to handle donor data.
- Lists of our donors, other than those published on The Catalyst's website by permission, are not available to the public.
- We do not reveal the name of anonymous donors to the recipient of a grant.



Removal from our Mail/Email List

It is our desire not to send unwanted communications to our donors. Donors are given the opportunity to 'unsubscribe' and remove themselves from our mailing or email list at any time, should they desire to do so. Donors can contact The Catalyst at 256-428-8190 at any time if they wish to stop receiving The Catalyst's communications by mail or email.

For questions concerning this Privacy Policy, please feel free to contact us at:

The Catalyst Center for Business & Entrepreneurship
515 Sparkman Drive NW
Huntsville, AL 35816

You can also email us at info@catalystcenter.org or call us at 256-428-8190.

Procedure:

The Policy on Donor Privacy shall be posted on the Catalyst's website, reviewed annually by the Governance Committee, and updated as needed.