

## Big Brothers Big Sisters of Kentuckiana Donor Privacy Policy

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Big Brothers Big Sisters of Kentuckiana is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

**Awareness.** Big Brothers Big Sisters of Kentuckiana provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of how your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

**Information Collected.** Here are the types of donor information that we collect and maintain:

- Contact information: name, organization/business, complete address, phone number, email address;
- Payment information: credit card number and expiration date, and billing information;
- Address information: name, organization/business, complete address;
- Information concerning how you heard about Big Brothers Big Sisters of Kentuckiana;
- Information you wish to share: questions, comments, suggestions; and
- Your agency communication preferences; e.g., based on donor preference we will mail, e-mail or phone agency updates, appeals and newsletters

**How Information is Used.** Big Brothers Big Sisters of Kentuckiana uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on our work. Credit card numbers are used only for donation or payment processing and are not retained for other purposes. We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication.

**No Sharing of Personal Information.** Big Brothers Big Sisters of Kentuckiana will not sell, rent, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of Big Brothers Big Sisters of Kentuckiana and only to further the mission of Big Brothers Big Sisters of Kentuckiana.

**Removing Your Name from Our Mailing List.** It is our desire to not send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list.

**Contacting Us.** If you have comments or questions about our donor privacy policy, please send us an email: [bbbsky@bbbsky.org](mailto:bbbsky@bbbsky.org) or call us at (877) 588-2300 or (502) 587-0494.