

## Donor Privacy Policy

CAIR-CA provides the Donor Privacy Policy to make the donor aware of the policies and practices in regard with collecting and using donor information. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

This policy applies to all information received by CAIR-CA, both online and offline including our website, mobile applications, social media and other online platforms, as well as any electronic, written, or oral communications. By submitting your information to CAIR-CA, you consent to the terms and conditions of this Donor Privacy Policy and to our use and processing of your personal information.

CAIR-CA collects and maintains the following types of donor information when it is voluntarily provided to us:

- contact information: name, organization, complete address, phone number, email address;
- payment information: credit card number, expiration date, and billing information; and
- request to receive periodic updates: e.g., to individuals who request it, we will send periodic mailings and/or e-mails related to specific fund-raising events or appeals, and newsletters.

CAIR-CA protect our donors from unauthorized access to or unauthorized alteration, disclosure or destruction of the information we hold. In particular:

- We encrypt our credit card processing using SSL and are PCI compliant.
- We review our information collection, storage, and processing practices, including physical security measures, to guard against unauthorized access to our systems.
- We restrict access to personal information to our employees, contractors, and agents who need to know that information in order to process it for us, and who are subject to strict contractual confidentiality obligations and may be disciplined or terminated if they fail to meet these obligations.

CAIR-CA uses your personal information for the purposes necessary to process donations or payments through a third-party service provider as intended.

CAIR-CA will not sell, share or trade your personal information to other organizations. We assure you that the identity of all of our donors will be kept confidential. Use of donor information is limited to the internal purposes of CAIR-CA.

Donors who do not wish to be included on the mailing list will need to contact us to be removed from our mailing list. Additionally, our e-mail communications provide a mechanism to have your address removed from our contact list.

If you have comments or questions about our donor privacy policy or your specific information, please contact your local CAIR-CA office.

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