



## Donor Privacy Policy

**The Northwest Organization For Animal Help (The NOAH Center)** is committed to protecting our donors' privacy. We value our donors' trust, and we recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. This policy will help ensure that all personal information is appropriately collected, used only for the purposes it is collected, and is irretrievably disposed of in a secure and timely manner when it is no longer needed.

The NOAH Center does not copy, reproduce, publish, post, distribute, share or sell, the name, personal contact information, or description of a donation amount or donor to any outside individual or business. Exceptions shall be those required by law, requested in grant applications, or in connection with bank credit or debit card transactions that may be made without prior knowledge or consent of the donor.

**Awareness:** The Donor Privacy Policy was created to ensure our donors' privacy and inform them on how their information is used. All donors have the opportunity to remove their name from The NOAH Center's mailing list at any desired time.

**Information collected:** Below are examples of the types of donor information The NOAH Center compiles and maintains.

- Contact information: Name, organization, complete address, phone number, and email address
- Payment information: credit card number and expiration date and billing information
- Shipping information: name, organization, and complete address
- Information donors wish to share: questions, comments, and suggestions

**How we use the information:** The NOAH Center uses donor information to understand our donor needs and provide our constituents with better service. Specifically, we use donor information to help our donors complete transactions, communicate and update our donors on our organizational happenings. 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 the information requested, and we take each recommendation seriously as to how we can improve our communication with donors.

**No sharing of personal information:** The NOAH Center will not sell, rent, post, publish or distribute donor information with other organizations. At certain times of the year, The NOAH Center will publish names and gift levels to recognize and thank donors. Individuals will not be solicited without their consent.

**Security:** The NOAH Center uses generally accepted, industry-standard security systems, software, and encryption technology to protect our donors' information against unauthorized access to The NOAH Center servers, equipment, and other components of The NOAH Center's online presence. It includes using First Data security systems to protect credit card processing information.

**Promotional and marketing mail and email:** We may send donors postal mail and emails with promotional offers, special event information, sales notifications, or other messages only if our donors choose to receive such material. If donors wish to no longer receive such materials from The NOAH Center, please follow the "Unsubscribe" instructions at the end of each email.

If you wish to stop receiving postal mail, contact us at [info@thenoahcenter.org](mailto:info@thenoahcenter.org) or 360.629.7055. Please allow us a reasonable time to satisfy your request as some promotions may already be in progress.