



### **Donor Information Privacy Policy**

The Children's Center Utah (TCCU) has adopted the following Donor Information Privacy Policy to inform its contributors of the collection and retention of contributor information.

1. Contributors are requested to provide limited personal information to TCCU. The primary purposes of this information are to allow TCCU to comply with possible donor restrictions, to provide donors with charitable gifting tax information and for donor recognition programs. The information is also retained in the financial records of TCCU for financial recording and internal financial accounting and control purposes.
2. The provision of the information is voluntary.
3. To protect the confidentiality of the personal information TCCU uses appropriate technical and internal control measures to limit access to and control the retention of the information to ensure its use and access is limited to the above noted purposes.
4. Personal information entrusted to TCCU will not be communicated outside TCCU unless authorized by the donor. The Children's Center Utah does not sell or rent donor information of any kind to outside parties.
5. Upon written request, donors may be allowed access to their personal information and specify that the information be corrected, oppose the retention of the information, or request its elimination from TCCU's information records.
6. The Children's Center Utah retains such personal information only as long as necessary for the purposes of this policy and to comply with federal and state record retention requirements.
7. Questions concerning this Donor Information Privacy Policy or the security of personal information processed by TCCU should be sent to: ?, The Children's Center Utah, 3725 West 4100 South, West Valley City, UT 84120
8. All employees of TCCU, its volunteers, auditors or agents are required to read this policy and to sign a statement that they have read and understand this policy and will comply with its provisions.

I, \_\_\_\_\_, agree to comply with the above Donor Information Privacy Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_