



Central City Concern
Donor Privacy Policy
April 1, 2016

Central City Concern (CCC) maintains the highest level of respect for the privacy of its donors. In furtherance of our commitment to honor donor rights, we have developed this Donor Privacy Policy to guide our volunteers and staff on how they may and may not use donors' personal information. This policy may be updated from time to time.

The information CCC collects:

CCC is committed to the security of all personal information that is collected. This includes information collected as a result of the website or by third-party vendors who process financial donations for CCC. CCC collects and uses personal information from donors that includes donor name and contact information, donation amount and date, and correspondence and comments. CCC has instituted practices intended to ensure donor personal information is handled in a safe and responsible manner. Only CCC staff with necessary administrative responsibilities will be granted access to personal information of donors. Tax laws in the United States and the State of Oregon require CCC to retain donor contact information and contribution levels on file for specified periods of time. CCC will comply with all federal and state laws addressing the security of an individual's personal information, including but not limited to all IRS tax statutes and the Oregon Identity Theft Protection Act of 2007.

Security:

CCC's website uses Secure Socket Layer (SSL) to protect your personal information. CCC's website runs on the Business Catalyst platform by Adobe.

More information about security on the Adobe Business Catalyst platform can be found here:

<http://www.businesscatalyst.com/pci-compliant>

How CCC uses donor information:

Except as noted herein, CCC will never sell, trade, rent, or share the names, email or mail addresses, or telephone numbers of our donors (collectively "Donor Contact Information"). CCC will use Donor Contact Information for these purposes only:

- Distributing receipts for donations
- Thanking donors for their donations
- Notifying donors about events and activities
- Internal analysis and record keeping
- Reporting to relevant U.S., State, and local agencies

- Contacting donors about changes to this policy
- Other communications as deemed necessary

CCC may publically acknowledge donors for their gifts unless a donor explicitly notifies a representative of CCC's Donor Relations Department that they would like to remain anonymous for their donations.

Contact us:

Donors may pose questions about this Donor Privacy Policy or request to be removed from CCC's email/postal contact lists by contacting CCC at:

Central City Concern
c/o Donor Relations
232 NW Sixth Ave
Portland, OR 97209
503-294-1681
cpsd@cccconcern.org

Donations may be sent to the same address.

Donor Bill of Rights*:

Central City Concern subscribes to the **Donor Bill of Rights**.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization, or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

*The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and National Society of Fund Raising Executives (NSFRE).