



## **Colorado Youth for a Change: DONOR PRIVACY POLICY**

Colorado Youth for a Change (CYC) is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that personal information will not be shared with any third party.

**Awareness:** CYC provides this Donor Privacy Policy to make you aware of our privacy policy and to inform you of the way 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, complete address, phone number, e-mail address, employer information, etc.
- Payment information-credit card number and expiration date, and billing information (credit card information is not kept on file and is shredded once entered)
- Giving information-history of gifts made to CYC, dates, and purposes
- Information concerning how you heard about CYC
- Information you wish to share-questions, comments, suggestions and other information that you share with us related to your interest in our organization
- Your request to receive periodic updates-e.g., to individuals who request it, we will send periodic mailings related to specific fundraising appeals, newsletters and other materials

**How Information is used:** CYC 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 the work of CYC. Credit card numbers are used only for donation or payment processing and are not retained for their purposes. We use your comments to provide you with information requested, and we take seriously each recommendation as to how we might improve communication.

**No Sharing of Personal Information:** CYC 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 through our secure database. Use of donor information will be limited to the internal purposes of CYC and only to further the activities and purposes of the organization.

**Removing Your Name from Our Mailing List:** It is our desire not to send unwanted mail or e-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 contact Julia Hughes at [juliah@youthforachange.org](mailto:juliah@youthforachange.org) or 303.292.2779.