

## Habitat for Humanity of Greater Los Angeles Donor Privacy Policy

Habitat for Humanity of Greater Los Angeles (HFHGLA) is a 501(c) 3 non-profit organization.

Long-term support from our contributors is critical to fulfilling the affiliate's mission. Maintaining a strong, trusting relationship with our supporters is key to our ability to continue to build hope, lives and dreams in partnership with deserving, low-income families in the Greater Los Angeles Area.

Providing stewardship information and requests for funding are also vital to the long-term success of our affiliate. Balancing the needs and desires of our supporters, along with meeting the need for efficient and effective fundraising practices, are the principles that underpin our online and offline communications strategy. The purpose of this policy is to ensure that we conduct our fundraising in compliance with nationally established guidelines while ensuring that our supporter's trust and faith in us is well placed and deserved.

### **Privacy Policy Guidelines:**

We will maintain active control of our contributor lists and will not sell or rent contributor names to any outside organization.

1. We will respect the privacy of all members by offering a means by which their names may be suppressed upon their request, and we will honor their requests.
2. Some donors may be recognized in publications like our Habitat Happenings newsletter or annual report. Testimonials will be published only with the consent of the donor. Donors may also notify us if they prefer that all or some of their contributions be made anonymously and not publicly recognized.
3. We will maintain complete and accurate records of all uses of contributor information for at least such time as required by law.
4. Occasionally, we may rent lists from other organizations in order to reach prospective members. We will not rent lists from any organization if we believe doing so may compromise the trust between the affiliate and its supporters.
5. Third parties may be linked to, or may provide certain information displayed on our website. Although HFHGLA believes that such information comes from trustworthy sources, the third-party information is not necessarily sponsored, endorsed, recommended or licensed by HFHGLA. You should directly contact the third parties and/or their references for the most accurate information.

6. The HFHGLA web server automatically recognizes each visitor's domain name but does not automatically collect personally identifiable information. A "cookie" is a small piece of data that may be stored on your computer's hard drive when you visit the site. HFHGLA uses cookies to analyze our website's overall traffic patterns and improve our visitors' online experience. We do not use cookies to store or collect any personal information. Many browsers provide an option to block or remove cookies. You can visit our website successfully while blocking cookies, but leaving cookies enabled in your browser will help us to improve our site's usability and effectiveness. Some areas of our online volunteer registration, orientation, and other areas require the use of cookies in order to maintain the security of your information and allow you to go from one page to the next without entering your information multiple times.
  
7. We will comply with the laws and regulations of the Internal Revenue Service, all states in which we solicit funding, and the U.S. Postal Service. We collect personal information from visitors to our Web site only if they make a donation, purchase items from our website, or request goods or services. Personal information provided by users of our website is used to process a gift or deliver requested information. Visitors who purchase merchandise and provide a valid mailing address may be added to our mailing list. Visitors who provide us with their name and e-mail address may be added to our e-mail list, from which they can be removed at any time by following the instructions that are found in our electronic communications. Personal information is never sent via email and is only handled by appropriate staff at Habitat for Humanity of Greater Los Angeles.

To review or correct your personal contact information or to make changes to your recorded preferences as a member, please contact our Database Administrator, at (310)- 323-4663 ext. 119, or via e-mail at [mbutler-hill@habitatla.org](mailto:mbutler-hill@habitatla.org), or by postal mail at: Habitat for Humanity of Greater Los Angeles, 17700 S. Figueroa Street, Gardena, CA 90248.

If you have questions regarding this policy, please contact Jennifer Wise, Vice President of Development, at (310) 323-4663 ext. 103, or via e-mail at [jwise@habitatla.org](mailto:jwise@habitatla.org), or by postal mail at: Habitat for Humanity of Greater Los Angeles, 17700 S. Figueroa Street, Gardena, CA 90248.