

## **Draft Donor Privacy Policy**

Colorado Military Academy (CMA) is committed to respecting the privacy of our donors. We have developed the privacy policy to ensure our donors that donor information will not be shared with any third party.

**Awareness:** CMA provides the Donor Privacy Policy to ensure donors and potential donors are aware of the policy, as well as the way donor information is used. We also provide donors with the opportunity to remove their name from our mailing list, if desired.

**Information Collected:** Here are the types of donor information that we collect and maintain:

- Contact information: name, complete address, phone number, email address, employer information, etc.
- Payment information: CMA does not collect credit card information; donations may be made via credit card using the fundraising link from the CMA web page ([coloradomilitaryacademy.org](http://coloradomilitaryacademy.org)) or by swiping their credit card at the school. credit card number, expiration date, and billing information.
- Giving information: history of gifts made to CMA, date, and purposes
- Information concerning how donor heard about CMA
- Information donors wish to share: questions, comments, suggestions and other information donors share with CMA related to their interest in CMA.
- Requests to receive periodic updates: e.g., to individuals who request it, CMA will send periodic mailings related to specific fundraising appeals, newsletters and other materials.

**How Information is Used:** CMA uses donor information to understand donor needs in order to provide donors with better service. Specifically, we use donor information to complete transactions, communicate with donors, and update donors on CMA projects, growth, etc. Credit card numbers are used only for donation or payment processing and are not retained for other purposes. CMA uses comments from donors to provide effective updates as requested. CMA takes seriously each recommendation as to how we might improve communication.

**No Sharing of Personal Information:** CMA will not sell, rent or lease personal information to other organizations. We ensure the identity of all our donors will be kept confidential. Use of donor information is limited to CMA's internal purposes and only to further the activities and purposes of CMA.