

## Donor Privacy Policy

Chicago Lights is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

### **Awareness**

Chicago Lights provides this Donor Privacy Policy to inform donors of the way their information is used. We also provide donors with the opportunity to remove their name from our mailing list, if so desired.

### **Information Collected**

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

Contact Information: name, organization, complete address, phone number, email address

Payment Information: credit card number and expiration date and billing information

Information concerning how donors heard about Chicago Lights

Information the donor wishes to share: questions, comments, or suggestions

Donor request to receive periodic updates (e.g., to individuals who request it, we will send periodic mailings related to specific fund-raising appeals and newsletters)

### **How Information Is Used**

Chicago Lights uses donor information to understand donor needs and provide better service. Specifically, we use donor information to help donors complete a transaction, to respond to the donor, and to update the donor on relevant outreach undertakings at Chicago Lights.

Credit card numbers are used only for donation or payment processing and are not retained for other purposes.

We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication.

### **No Sharing of Personal Information**

Chicago Lights will not sell, rent, or lease donor personal information to other organizations. Use of donor information is limited to the internal purposes of Chicago Lights and only to further the outreach activities and purposes of Chicago Lights.

### **Removing Your Name from Our Mailing List**

We do not want to send unwanted mail or email to our donors. Donors are invited to contact Chicago Lights if they wish to be removed from our mailing list.

### **More Information**

If donors have comments or questions about this donor privacy policy, they are invited to send an email to Associate Director of Development Laura Woods at [lwoods@chicagolights.org](mailto:lwoods@chicagolights.org) or call 312.981.3564.

