



## Minnesota Humanities Center Donor Privacy Policy

The Minnesota Humanities Center is committed to respecting the privacy of our donors. We have developed this privacy policy to assure donors that their information will not be shared with any third party.

### **Information Collected**

Following are the types of donor information that we collect and maintain for our records:

- contact information: name, organization, complete address, phone number, email address;
- information on donor connection to the Humanities Center
- other information donors wish to share with us (for example: comments, questions, referrals to other individuals)
- requests to receive or not receive periodic updates (for example: periodic mailings or electronic communications)

### **How We Use Donor Information**

The Minnesota Humanities Center uses donor information in the following ways:

- Distributing receipts and thanking donors for donations
- Informing donors about upcoming fundraising and other activities of MHC
- Internal analysis, such as research and analytics
- Record keeping
- Reporting to applicable government agencies as required by law
- Other purposes related to the fundraising operations
- We do periodically publish donor names in our annual reports and in our buildings under range of giving categories, for which donors can opt-out
- We do not sell, trade, or rent Donor Information
- We use data gathered for payment processors and other service providers only for the purposes described in this policy

### **Financial Information**

It is our internal policy to limit access to financial information to professional staff who need to process that information for the purposes described above. Personal financial information is not sold to or traded with other parties.

We use partners to provide online payment processing services. Usually, the privacy policies of these organizations will be presented to you on their respective websites and typically also as part of your

donation process. If you pay by credit card, we do not store your credit card information, bank account numbers, or other financial account data sent directly to those processing services.

### **Security**

We are committed to protecting donor personal information from unauthorized access, alteration, disclosure, or destruction. Among other things, we undertake a range of security practices, including measures to help secure web access to sensitive data and undertake efforts to address security vulnerabilities for various tools and databases.

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

The Humanities Center will not sell, rent, or lease personal information to other organizations. Use of donor information will be limited to the internal purposes of the Humanities Center and to further Humanities Center activities. Information is shared internally only with staff that need the information to perform their job responsibilities.

### **Removal From Mailing Lists**

We honor requests to be removed from our paper-based communication mailing list and/or email communications list.

### **Contacting Us**

Comments or questions about our Donor Privacy Policy can be directed to Ann Mayers at [ann@mnhum.org](mailto:ann@mnhum.org) or 651-772-4262.