



## **2021 Donor and Supporter Privacy Policy**

The Sanneh Foundation is committed to respecting the privacy of our philanthropic supporters, and this privacy policy was developed to both inform you and guide Foundation staff and volunteers of the way your information is used and safeguarded.

### **DONOR PRIVACY POLICY**

#### **Scope**

Rooted in the [Donor Bill of Rights](#), The Sanneh Foundation (TSF) subscribes to the following Donor and Supporter Privacy Policy as it relates to the protection of supporter’s personal information.

#### **I. What information we collect**

TSF uses personal information collected from all supporters for the purposes of processing payments and communicating The Sanneh Foundation’s initiatives, as well as conducts fundraising and other operations of the organization. This information may include name, amount donated, address, telephone number, supporter comments, e-mail address, and any other personal information provided to us (i.e., “Donor Data”). For gifts by check, Donor Data also includes the data visible on the check.

As part of providing an online experience expected by donors, TSF may store various data that are collected as part of standard website operations (including user agent strings, IP addresses, referrer strings, and cookies). TSF may use this data for purposes described in this policy, including analytical needs and improved functionality of its website.

Payment processors and other service providers allow TSF supporters to give electronically using a payment services account, a credit card, or other payment method. These processors collect certain information from donors, and offer periodic reviews of their privacy policies as part of their online presence.

#### **II. How we use that information**

##### **Supporter Data.**

Donor and Supporter Data may be used for the following purposes:

- Distributing receipts and thanking donors for donations
- Informing donors about upcoming fundraising and other activities of The Sanneh Foundation
- Internal analysis such as research and analytics

- Record keeping and document retention
- Annual reporting to our supporters and other applicable government agencies as required by law
- Surveys, metrics, and other analytical purposes
- Other purposes related to the fundraising operations

Unless otherwise stated, TSF does not publish, sell, trade, or rent Donor Data. Comments and testimonials that are provided by supporters may be publicly published and/or used in promotional materials given their express consent. TSF may use available information to supplement the Donor Data to improve the information used to drive fundraising efforts, to include non-financial supporter data being sent to one vendor responsible for printing mailed newsletters, announcements and appeals to supporters of The Sanneh Foundation.

TSF may allow supporters the option to have their name publicly associated with their gift unless otherwise requested as part of the online donation process.

TSF uses 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 and volunteers who need to process that information for the purposes described above. Personal financial information is not sold to or traded with other parties.

TSF uses partners to provide online payment processing services. The privacy policies of these organizations are available on their respective websites and typically also as part of the donation process. If a donor pays by credit card, TSF does not store the credit card information, bank account numbers, or other financial account data sent directly to those processing services.

Donations to The Sanneh Foundation made in cash or by check are kept in a bank lockbox. It is TSF's practice to make timely deposits so as to limit the amount of time donations are on-site. This provides a particularly high level of security and confidentiality.

### **Security**

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

### **Other Disclosures**

TSF may disclose information when required by law; when needed to protect its rights, privacy, safety, property, donors, supporters, or users; and when necessary to enforce its terms of service.

## **Updates**

TSF may change the Donor and Supporter Privacy Policy from time to time. Any and all changes will be reflected on this page and approved by The Sanneh Foundation Board of Directors. Substantive changes may also be announced through the standard mechanisms by which we communicate with users and community.

## **Data Retention**

TSF seeks to retain supporter-related information as needed to fulfill the purposes described in this policy unless a longer retention period is required by law or regulations.

## **Your Rights**

Donors have certain rights with respect to the information collected from and about them. Upon request, TSF will inform supporters as to what information it holds. TSF will also update donor information and correct any incorrect information.

## **III. How to contact us**

The Sanneh Foundation is a non-profit 501(c)(3) organization, tax ID # 56-2332269. If you have questions about this Donor and Supporter Privacy Policy or would like to update your information or contact preferences, please submit your inquiry by email to 'info@thesannehfoundation.org' or contact us at:

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Thank you for your commitment to empowering youth, improving lives, and uniting communities.