



DONOR PRIVACY POLICY

The Mailbox Club is committed to respecting the privacy of its donors. We have developed this privacy policy to ensure our donor information is held in strict confidence and will not be shared with any third party.

Information that may be collected:

- Contact information: name, organization/church, address, phone number, e-mail address
- Payment information: credit card number with expiration date, and billing information
- Shipping information: name, organization/church, complete address;

Specifically, we only use the above donor information to complete a transaction, communicate back to the donor, and update donor on ministry happenings. Credit card numbers are used only for donation or payment processing and are not retained for other purposes.

- *The Mailbox Club* will not sell, rent, lease or trade donor personal information with any other entity. Use of donor information will be limited to the internal purposes of *The Mailbox Club* and only to further the ministry activities and purposes of *The Mailbox Club*. *The Mailbox Club* strives to protect personal information and maintains a strict access protocol to systems that contain sensitive information, in particular donor records. Only those whose job requires it are given access. The Information Technology department monitors who accesses these systems and is aware if anyone not on approved lists attempts access. If donor has comments or questions about our Donor Privacy Policy, please send an email to email@mailboxclub.org or call us at (229) 244-6812.
- Our philosophy of fundraising believes that when givers and askers work together great things can be done for the glory of God. *The Mailbox Club* will clearly and consistently, with integrity and vision, articulate our mission and our needs. We will minister to existing and prospective donors and help them to give by educating them in Biblical stewardship and providing services to those who desire assistance and want to give. We will not beg and we will not manipulate. We will keep donors informed as to how their gifts are being used and the results they are producing. Over and above all, we will trust the results to the Lord.

The Donors Bill of Rights

- Know how the funds they donate are being spent.
- Know what the programs they support are accomplishing.
- Know that *The Mailbox Club* complies with federal, state, and local laws.
- Privacy of Friends and Donors – No personal information will be lent or sold.
- Ability to restrict or designate their gifts to a particular project within *The Mailbox Club's* mission objectives.
- A timely and courteous response to inquiries about finances and programs.
- Visit office of *The Mailbox Club* to talk personally with the staff.
- Give cheerfully without being pressured by *The Mailbox Club*.
- Obtain a copy of *The Mailbox Club's* most recent audited financial statements and IRS Form 990.
- Know that there is a responsible governing board providing oversight to *The Mailbox Club's* mission.
- Know that all appeals for funds are truthful and accurate.
- In order to be good stewards of the gifts and pledges entrusted to *The Mailbox Club* it is our policy that when funds for specified ministry opportunities have been met, any additional funds will be designated toward the next urgent ministry need.

