

## **Donor Privacy and Confidentiality Policy**

**Vision New England (VNE)** does not publish, sell, trade, rent or share names, mail or e-mail addresses, or telephone numbers of our donors. All access to donor financial information is strictly limited to professional staff who require this information in order to process this data. No data is ever given to any person, organization or group who does not legitimately need to access this data. VNE only uses highly secure online payment processing services. VNE does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to these processing services.

VNE uses contact information of donors for the following purposes only:

1. Sending receipts and thank you letters to donors.
2. Notification to individuals in whose honor/memory donations have been made when requested by donor.
3. Internal analysis and record keeping.
4. Reporting to relevant federal and state agencies when required by law. (Note: These reports are not available to the public.)
5. Informing donors about VNE's financial needs, upcoming events and special announcements.

At any time, a donor may request not to receive mailings.

**Vision New England** makes every effort to ensure the accuracy of our donor database. Please contact VNE at the address and phone listed below if you would like us to update, correct or remove your contact information.

**For more information** about our policies or to make comments please contact Ron Stimers at 978.929.9800 or mail to 85 Constitution Lane, Suite 200A, Danvers, MA, 01923.