

GREAT POND MOUNTAIN CONSERVATION TRUST



Donor Privacy Policy: General Privacy

Authors: Emily Hawkins

Adopted: June 12, 2018

Revised: _____:

Due for Review:

See Also: Gift Acceptance Policy

Policy 5-B

This policy complies with Land Trust Alliance Standard 5 – Fundraising

Practice 5B: Accountability to Donors

Great Pond Mountain Conservation Trust {GPMCT} is committed to respecting the privacy of our donors.

GPMCT provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

We collect and maintain the following types of donor information:

- Your contact information: name, organization, complete address, phone number, email address;
- Your donation history

- Your requests to receive periodic updates: e.g., to individuals who request it and/or our members, we will send periodic mailings and/or e-mails or texts related to specific events, fund-raising appeals, annual/special meetings of members and newsletters.
- Your requests to become a volunteer: e.g., to individuals on our volunteer list and/or our members, we will send periodic mailings and/or emails or texts about volunteer opportunities.

GPMCT uses your information to complete a transaction, communicate with you, and update you on Trust happenings. Your name may be listed in our annual report, but no specific gift amounts would be referenced.

GPMCT will not sell, lease or exchange your personal information to other organizations, nor do we share donor names or contact information externally without your permission.

GPMCT will respect donor requests to remain anonymous. As an anonymous donor, your name and donation history may be shared internally by GPMCT on a need to know basis.

It is our desire to not send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list. E-mail communications provide a mechanism to have your address removed from our contact list.

If you have comments or questions about our donor privacy policy, please send us an email info@greatpondtrust.org or call us at (207)469-6929