

## **DONOR CONFIDENTIALITY**

### **Donor Records: General Statement**

Donor records are maintained by Classroom Central for each financial and in-kind contributor in the organization's donor database. All donor records are considered confidential and proprietary. The systems administrator will limit access to certain files based upon individuals' responsibilities and job tasks. While paper files containing donor information are limited, **at no time are donor records to leave the Classroom Central offices.** Copying and printing of donor records for personal use and the transmittal of donor information (including but not limited to credit card numbers or bank account information) to personal email addresses is strictly prohibited. Paper files containing confidential donor documents must be secured in locked filing cabinets. Any employee whose work requires access to confidential documents should ensure that files are returned to their secure location. Persons who knowingly obtain unauthorized access to confidential information will be subject to discipline, up to and including termination.

## **PRIVACY POLICY**

Classroom Central respects and values the privacy of its constituents. This Privacy Notice describes the types of personal information we collect, how we may use that information, and with whom we may share it. Our Privacy Notice also describes the measures we take to protect the security of the information. In addition, we describe the choices available about how we use the information provided to us. Constituents can update contact information, be removed from our mailing list, or inquire at any time about our privacy practices.

Classroom Central collects and uses information to communicate about our services, promotions, programs and events, and to customize our communications in those areas. We also collect information to enable people to make donations to Classroom Central. The ways we obtain information, the types of information we obtain and how information is used is described below:

**Register for Our Newsletter.** When you ask us to send you our newsletter, you provide us with your email address so we can fulfill your request.

**Contact Us Link.** If you contact us via our website, we may ask you for information such as your name, address and email address so we can respond to your questions or comments. Unless you consent, we do not retain this information except to respond to your inquiries.

**Website.** Like many agencies, we use cookies and log files on our website. Cookies are small text files that websites often store on the computer hard drives of visitors to their sites. A cookie contains a unique code, which is used to recognize your computer when a user of your computer returns to a website that was visited previously. Log files are small text files that websites automatically create when a user visits a site. We use cookies and log files to enhance the online experience of our visitors and to better understand how our site is used. Cookies and log files may tell us, for example, whether you have visited our

site before or whether you are a new visitor.

The "help" portion of the toolbar on most browsers will tell you how to stop accepting new cookies, how to be notified when you receive a new cookie, and how to disable existing cookies. Remember, though, without cookies, you may not be able to take full advantage of all our website features.

**Donations.** Individuals and organizations wanting to make a financial contribution via our online donation process must provide contact information and credit card or checking information so we can process the donation. We use this information for that purpose and to customize our communication with you.

### **Sharing information with third parties**

Classroom Central does not share personal information with any third parties for their own marketing purposes. We do share this information with service providers we have retained to perform services on our behalf, but these service providers are not authorized by us to use or disclose the information except as necessary to perform services on our behalf or to comply with legal requirements.

### **Protection of personal information**

The security of personal information is a high priority for Classroom Central. We maintain online safeguards to protect against unauthorized disclosure, use, alteration and destruction of the personal information in our possession. To protect the security of credit card information, we use the industry standard for Internet security -- Secure Socket Layer (SSL) technology. This Internet encryption standard scrambles data as it travels from a computer to our server.

### **Updates to the Privacy Notice**

Classroom Central's services, promotions and programs will change over time. This Privacy Notice will be updated periodically to reflect those changes and corresponding changes in our information practices. Whenever we revise this Privacy Notice, we will change the date on the notice to indicate when the revisions were made. We reserve the right to change our information practices and the terms of this Privacy Notice, and to apply the changed practices to all information collected.

### **Links from the Classroom Central website to other websites**

The Classroom Central website may contain links to other websites that operate independently of our organization and therefore are not under our control. We provide links to those sites solely for convenience and information. Those sites have their own privacy notices. Classroom Central is not responsible for information that is provided by those sites or for any other use of the sites.

**Approved by the Board of Directors 8/16/2016**