

## Donor Privacy Policy

The School of the Holy Childhood is committed to respecting the privacy of our donors. We provide 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 use personal information from donors that includes:

- ◇ Name
- ◇ Amount donated
- ◇ Address
- ◇ Telephone number
- ◇ Donor comments
- ◇ E-mail address.

Tax laws in the United States require us to keep contact information and contribution levels of donors on file.

We will not publish, sell, trade, rent or share names (unless released for publication.) e-mail or mail addresses or telephone numbers of our donors to other organizations. We will use contact information (e-mail, telephone number and address) of donors to thank and provide receipts to donors and provide them with updates on fundraising and other activities at Holy Childhood.

All access to donor financial information is strictly limited to internal purposes. Credit Card numbers are used only for donation or payment processing and are not retained for other purposes. Our online donations are processed through PayPal. Users are not required to have a PayPal account to process an online credit card donation, except to establish automatic, recurring donations. All financial information is transmitted directly to and stored by PayPal, and is covered under PayPal's terms of use and privacy policy. ([www.paypal.com](http://www.paypal.com))

If you have questions about this Privacy Policy or if you wish to be removed from our e-mail or postal contact lists, then please e-mail [rpape@holychildhood.org](mailto:rpape@holychildhood.org) or write us at School of the Holy Childhood, 100 Groton Parkway, Rochester, NY 14623.

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