



## Privacy Policy

*PorchLight is committed to maintaining your confidence and trust, and accordingly maintains the following privacy policy to protect your personal information.*

### **Our Commitment to Our Donors**

We will not sell, share, or trade our donors' names or personal information with any other entity, nor send mailings to our donors on behalf of other organizations. This policy applies to all information received by PorchLight, both online and offline, on any platform ("platform", includes the PorchLight website, social media platforms, and mobile applications), as well as any electronic, written, or oral communications. To the extent any donations are processed through a third-party service provider, our donors' information will only be used for purposes necessary to process or thank the donor for the donation.

### **Personal Information that PORCHLIGHT May Collect**

Information that we may collect about you includes name, address, phone number, email address, gift type, gift amount, gift date, employer/organization name.

### **Security Measures in Place to Protect Personal Information**

When credit card donations are made, all personally identifying information is electronically transferred through encrypted channels between the credit card company and our donor relations management software. Donor records in our management system are hosted on the same server used by the FBI, with the same level of security. All connections with the server are through SSL-encrypted connections—the same level of security used by banks.

Copies of donation checks are kept under lock and key for auditing purposes. Scanned copies are kept on a secure cloud-based server which is accessible only by the accountant. Donor information is entered into QuickBooks, which also provides industry standard levels of information protection.

### **How PORCHLIGHT May Use Personal Information**

PorchLight uses personal information collected about you to generate your gift acknowledgment letters and your tax substantiation letters. Furthermore, your name may only be listed in the donor acknowledgment section of our annual report. Your information is not shared externally and is only shared internally on a need-to-know basis. You may notify us of your preference with respect to sharing data outside of the organization by sending an email to [communications@PorchLightcares.org](mailto:communications@PorchLightcares.org).

### **Help PORCHLIGHT Keep Your Personal Information Accurate**

If your personal information changes or you would like to review the personal information PORCHLIGHT may have on file, please email PorchLight with the new information or your review request at [communications@PorchLightcares.org](mailto:communications@PorchLightcares.org).