



Encore Donor Privacy Policy

Overview

Encore is committed to respecting the privacy of its donors

Encore will not sell, share or trade donors' names or personal information with any other entity, nor send mailings to Encore's donors on behalf of other organizations.

This policy applies to all information received by Encore, both online and offline, on any platform ("Platform", includes the Encore website and the Blackbaud/eTapestry donor management platform), as well as any electronic, written, or oral communications.

To the extent any donations are processed through a third-party service provider, Encore's donors' information will only be used for purposes necessary to process the donation.

Information Collected.

Encore collects and maintains the following types of donor information:

- contact information: name, complete address, phone number, email address
- donation information: amounts donated, date of donation(s), method and stimulus
- Donor requests and comments

How Information is Used.

Encore uses your data to maintain records of donations, send acknowledgements, mail year-end tax statements to you, send newsletters, notices and direct mail pieces, and for internal marketing purposes. Encore normally adds you to its mailing list, unless you request otherwise.

Unless specifically requested otherwise, Encore may list individual donors' names in ANY of our publications, including Encore's Annual Report, concert programs, or on Encore's web site. Corporate and Foundation sponsors are also listed in Encore's Annual Report and event programs.

Encore may use donor's written comments/letters occasionally to post on Encore's website, Annual Report, newsletters and other marketing materials and to respond to donor inquiries. All uses of comments/letters are anonymous unless Encore secures permission for the individual quoted.

Credit card numbers are not retained once processed. Encore's online donation forms have an SSL certificate to ensure privacy. Donations over 2% of Encore's entire budget must be reported on IRS Form 990, Schedule B.

Encore uses website statistics to analyze website usage. No personal information is collected.

No Sharing of Personal Information.

Encore will not sell, rent, trade or transfer your personal information to outside organizations. Use of donor information will be limited to the internal purposes of Encore and only to further Encore's mission. Nevertheless, security measures may not prevent all losses, and Encore is not responsible for any damages or liabilities relating to security failures.

Removing Your Name from Encore's Mailing List.

Please contact Encore if you wish to be removed from our mailing list. Email info@encorecreativity.org or call (301) 261-5747