



## Donor Privacy Policy

### Awareness

Annex Teen Clinic provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. Annex Teen Clinic is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

### Information Collected

This is the type of donor information that we collect and maintain:

- contact information: name, complete address, phone number, email address;
- payment information: credit card number and expiration date, and billing information;
- information concerning how you heard about Annex Teen Clinic;
- information you wish to share: questions, comments, suggestions; and
- your request to receive periodic updates; e.g., to individuals who request it, we will send periodic mailings related to the work of the Annex Teen Clinic

### How Information is Used

Annex Teen Clinic uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on clinic happenings. Credit card numbers are used only for donation or payment processing and are not retained for other purposes. We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication.

### No Sharing of Personal Information

Annex Teen Clinic will not sell, rent, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of the Annex Teen Clinic and only to further the activities and purposes of the organization.

### Removing Your Name From Our Mailing List

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. You may contact Brooke Thomson, Director of Development and Communications, at 763-235-1981 or [Bthomson@annexteenclinic.org](mailto:Bthomson@annexteenclinic.org)

**Contacting Us:** If you have comments or questions about our donor privacy policy, please send us an email at [Bthomson@annexteenclinic.org](mailto:Bthomson@annexteenclinic.org) or call us at 763-533-1316.