

Annex Donor Privacy Policy

The Annex Teen Clinic is committed to respecting the privacy of our donors. Donor information will not be shared with any third party who is not directly involved in Annex financial management and development operations.

What information we collect

The Annex Teen Clinic collects and uses various information donors share with our organization. This includes items such as amount donated, address, telephone number, donor comments, and e-mail address. Tax laws in the United States require us to keep contact information and contribution level of donors on file.

How we use that information

The Annex Teen Clinic will use donor contact information (e-mail, telephone number, and address) for these purposes:

- Sending donation receipts and thank yous
- Informing individuals about our work and upcoming activities/events
- Sharing upcoming fundraising and donation opportunities
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies

No Sharing of Personal Information

The Annex Teen Clinic will not sell, rent, or lease donor personal information to other organizations. The identity of our donors will be kept confidential. Donations will not be publicly announced unless authorized by the donor.

Financial information

All access to donor financial information is strictly limited to professional staff who need to process that data. This includes Annex staff directly involved in fundraising/donor activities and/or contractors directly involved in Annex fundraising/donor engagement efforts. No data

is given to any person, organization or group who does not need it to fulfill their professional duties to the Annex.

The Annex Teen Clinic uses online payment processing services through GiveMN. GiveMN's online privacy policy can be viewed [here](#). The Annex Teen Clinic does not store or have access to your credit card information, bank account numbers, or other account data sent to those processing services.

The Annex Teen Clinic has an ability to process donor checks in partnership with our contracted Accounting and Finance provider the Metropolitan Alliance of Connected Communities (MACC). Additionally, donors can opt into monthly ACH transfers through filling out a paper form. These donations are processed in partnership with MACC and Bremer Bank. The Annex retains records related to these donations for at least 7 years.

Discontinuing Contact Upon Request

It is the Annex Teen Clinic's policy to communicate with donors according to their expressed preferences whenever possible. The Annex will discontinue or change the method used to contact any individual after receiving that person's written request. Requests can be made to Holly Leppanen at holly@annexteenclinic.org or Izzy Gehlen at izzy@annexteenclinic.org

Contacting Us

For questions about our donor privacy policy, please email holly@annexteenclinic.org