

Our Donor Privacy Policy

Since donor information is the cornerstone of our ability to provide superior service to donors and the nonprofits they support, keeping donor information secure, and using it only as donors would want us to, is our top priority.

Toward this end, GivingCapital's promise to you is as follows:

You can visit our site and find out about our products and services, read through any nonprofit campaign we are facilitating, and check on our service without giving us any information about yourself.

If you do provide personal information to and through our service:

1. We will safeguard, according to strict standards of security and confidentiality, any information you share with us.

Our site uses security measures to protect the loss, misuse and alteration of the information under our control. We utilize industry standard secure socket layer (SSL) to insure that your contact information and financial information is secured between your browser and our web server. Once the information arrives on our server, it is stored in a database with limited access. All credit card numbers and passwords are encrypted inside this database as an extra layer of security. Our network and computer systems are protected by industry accepted security equipment and security practices to prevent unauthorized individuals from gaining access to your information. We also utilize a third-party security firm to certify that our systems are safe from unauthorized access.

To provide a better user experience, we may use "cookies" for participatory activities, such as on a donation page. A cookie is a small piece of information that a Web site stores on your computer and can later retrieve. The cookie cannot be read by a Web site other than our own. The cookies we use will not contain information that will enable anyone to contact you by telephone, by e-mail, or by other means. If our use of cookies concerns you, you can configure your browser to inform you when cookies are set or to prevent cookies from being set at all. However, disabling cookies will render the donation process inoperable.

In order to provide better service or to address security hazards, we may also analyze IP addresses. These addresses are unique numeric identifiers that are assigned to computers on the Internet. We use these address to help diagnose problems, to administer our Web site, and to determine aggregate usage information about our Web site. We never utilize IP addresses to retrieve personal information about you or your computer.

2. We will limit the collection and use of donor information to the minimum we require to deliver our services to you, including informing you about changes to the features we offer, and to send you confirmations and receipts, and to advise you of any changes in our policies. If you

have reached our site through a specific nonprofit there may also be specific opportunities we provide on behalf of that nonprofit – see our [Nonprofit Privacy Policy](#) below.

Our site's registration form requires you to give us contact information such as email address, postal address, and phone number, and if you are making a donation, financial information such as your credit card number. The donor contact information collected on the registration form is used to track your activity on our site for donor service purposes, to send you information about financial transactions that you have executed, and to contact you to resolve donor service matters. The financial information is used to process your donations.

3. We never send unsolicited information to you except for information about your financial transactions and information about our services, such as changes in our features or policies.

4. We will permit only authorized employees, who are trained in the proper handling of your donor information, to have access to that information. Employees who violate our Privacy Promise will be subject to our normal disciplinary process.

5. All contact information collected through our Request Information page will be kept confidential and used only to send requested sales and marketing information. This applies to any individual (Donor, Nonprofit, etc.) who utilizes this feature of our service.

6. We will not reveal your donor information to any external organization unless we are required by law or have previously informed you in disclosures or agreements and have been given permission by you.

7. We will always maintain control over the confidentiality of your information. We may, solely if permitted by you, facilitate relevant offers from reputable organizations. These organizations are not permitted to receive or retain your donor information unless you have specifically expressed permission to do that.

8. This web site contains links to other web sites. Please note that when you click on one of these links, you are clicking to another web site. We encourage you to read the privacy statements of these linked sites as their privacy policies may differ from ours.

9. We will tell you in plain language initially and in all of our standard communications, and, otherwise, at least once annually, how you may remove your name from any contact lists which you have at any point expressly permitted yourself to join through our service. At any time, you may also contact us to remove your name from such lists.

At anytime you may request a change in contact rights. You can do this directly on our Web site or you can contact our Donor Service organization at help@givingcapital.com or by calling toll-free 1-877-MYGIVING (1-877-694-4846).

10. Whenever we hire other organizations to provide support services, we will require them to conform to our privacy standards and to allow us to audit them for compliance. We will be responsible for maintaining your privacy issues with any contractor we engage, although this privacy policy only covers GivingCapital's Web site and not any 3rd parties.

11. We will exchange information about you with reputable credit card, banking reference, and clearinghouse services solely for purposes of credit card verification and payment, and solely to the extent necessary to execute your donation instructions.

12. We will not use or share – internally or externally – personally identifiable information for any purpose other than as disclosed to you when the information is collected and to which you consent. If GivingCapital does need to use your personally identifiable information in manner that differs from what was stated at the time of collection, we will notify you by email in order to gain your consent. The only third parties with whom GivingCapital shares information is the nonprofit recipient of the donation and institutions which process financial transactions.

13. We will attempt to keep your donor files complete, up-to-date, and accurate. We will tell you how and where to conveniently and securely access your account information (except when we are prohibited by law) and how to notify us about errors, which we will promptly correct.

At any time you may correct or update the contact information and financial information that is collected on our Web site. You can do this directly on our Web site or you can contact our Donor Service organization at help@givingcapital.com or by calling toll-free 1-877-MYGIVING (1-877-694-4846).

14. As we add additional capabilities or use your information in a manner different from that stated at the time of registration to our site, our privacy policy will be updated. If we are going to use your personally identifiable information in a manner different from that stated at the time of collection we will notify you via email. You will have a choice as to whether or not we use your information in this different manner. In addition, if we make any material changes in our privacy practices that do not affect user information already stored in our database, we will post a prominent notice on our web site notifying users of the change. In some cases where we post the notice we will also email users, who have opted to receive communications from us, notifying them of the changes in our privacy practices.

15. We will continuously assess ourselves to ensure that donor privacy is respected. We will provide on our Web site the results of periodic audits of our service as performed by reputable organizations, including those organizations whose seals are affixed to our site.

16. GivingCapital has a "Tell Others" feature which enables nonprofit organizations and donors to potential prospects of online fundraising campaigns. No information from this feature is re-

corded by GivingCapital except if an online donation is made as a consequence. At that time the donor information explained above is captured.

If you have any questions about this privacy statement or the practices of this site, you can contact our Donor Service organization at help@givingcapital.com or by calling toll-free 1-877-MYGIVING (1-877-694-4846).