

Girl Scouts of Gulfcoast Florida, Inc. 4780 Cattlemen Road, Sarasota, FL 34233 941-921-5358 or 800-232-4475 www.gsgcf.org

# Girl Scouts of Gulfcoast Florida, Inc. Donor Privacy Policy

# Girl Scouts of Gulfcoast Florida, Inc. (GSGCF) Commitment to Donors

Girl Scouts of Gulfcoast Florida, Inc. (GSGCF) appreciates the trust our donors and members place in our organization and the staff to carry out the mission of Girl Scouting and act as good stewards of our resources. We place a high priority on protecting the privacy of our donors and members.

# **Donor Privacy Policy**

GSGCF has a written donor privacy policy published on its website.

This policy applies to all information received by GSGCF, both online and offline, on any platform (includes website and mobile applications), as well as any electronic, written, or oral communication.

#### **Use and Disclosure of Personal Information**

GSGCF will not sell, share, or trade our donors' names or personal information with any other entity.

"Personal Information" is information that identifies you personally, such as your name, address, telephone number, payment information, and email address. We collect and store the personally identifiable information that you have provided us in a secure, confidential manner.

Personal information is obtained:

- When you request information via one of the email addresses identified on our website or otherwise contact us in person, by phone, or email, with a question.
   We may then collect your name, address, and email in order to respond to that inquiry.
- When you register for an event.
  - We will collect payment information, billing address, and other information necessary to process a registration.
- When you make a donation or contribution to our organization either voluntarily or through GSGCF solicitation.
  - We will collect payment information, billing address, and other information necessary to process a donation.
- When you share your information with us at a community activity.
- When you register to become a girl, adult, or lifetime member of Girl Scouts of the USA.

We will only share your personal information if you give us specific permission to do so.

We will not sell, trade, or share donors' private information with other organizations.

We will not send mailings to our donors on behalf of other organizations.

Donors who supply their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events.

Donors who supply their telephone number shall only be contacted by telephone regarding donations they have made to GSGCF. We do not participate in telephone fundraising activities.

We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us, protect and defend our rights, or act in urgent circumstances to protect the personal safety of others.

We will use the personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration, or other donation. If you use a credit or debit card on the website, we may use card authorization and fraud screening services to verify that your card information and address match the information that you supplied to us and that the card being used has not been reported lost or stolen.

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

## **Security of Information**

GSGCF has implemented a variety of security measures to maintain the safety of your personal information. Your personal information is contained behind a secure network and is only accessible by a limited number of employees who have special access rights.

Paper forms, letters, solicitation, envelopes, and confidential information are locked in confidential files.

All sensitive/credit card information supplied by you when making donations via our website is transmitted via Secure Socket Layer (SSL) technology. All of our service providers maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information, including the prompt disposal of all unnecessary customer information.

## Your Rights as a Donor

GSGCF has adopted the use of the Donor Bill of Rights as published by the Association for Fundraising Professionals (AFP), effective November 2014.

GSGCF complies with the Children's Online Privacy Protection Act (COPPA), which gives parents control over what information websites can collect from their children under 13.

You have the right to request your donation be recorded and reported as anonymous.

You have the right to review information that we have collected about you. To review that information please contact us in writing: Director of Development, Girl Scouts of Gulfcoast Florida, Inc., 4780 Cattlemen Rd., Sarasota, Florida 34233.

# **Changes to the Privacy Policy**

We reserve the right to change this Privacy Policy as needed. When we do, we will note the last update at the bottom of this Privacy Policy.

For changes to this policy that may be materially less restrictive on our use or disclosure of your personally identifiable information, we will obtain your consent before implementing the change by sending a notice to your primary email address and home address specified in our records and by placing a prominent notice on our website.

Website: www.gsgcf.org