

The Living Harvest, Inc. 4500 West Shannon Lakes Drive, Suite 7 Tallahassee, Florida 32309 <u>www.thelivingharvest.org</u>

DONOR PRIVACY POLICY

The Living Harvest, Inc. is a nonprofit 501(c)3 operating in Leon County, Florida. We value all contributions to sustain our mission. Because we have the highest level of respect for the privacy of our donors, we have developed the following policy to guide our staff on how your personal information may or may not be used.

The Living Harvest, Inc. will never sell, trade, or rent a donor's personal information. The Living Harvest will only share personal information after a donor has given us specific permission to do so.

The Living Harvest, Inc. will use contact information for these purposes only:

- To distribute a receipt of donations;
- To thank donors for their donations;
- To inform donors about activities of The Living Harvest, Inc.;
- For internal analysis and record keeping;
- For reporting to relevant US and Florida agencies as required.

We give donors the option to be recognized anonymously unless they choose to have their name publicly associated with their donation. Donors may opt out of receiving communications from The Living Harvest, Inc.

FINANCIAL INFORMATION

All access to donor financial information is limited to professional staff who need to process this data. Personal information stored in our database is protected with a secured login with authentication, assignment of a unique ID to each person with computer access, regular pass code changes, and user IDs are deactivated or terminated as needed.

CONTACT US

If you have questions about our Donor Privacy Policy, please contact us at: <u>info@thelivingharvest.org</u> or call 850-491-8235