

## DONOR PRIVACY POLICY

Accepted by Friends of Tucker Free Library Executive Board 02/09/20200

The Friends of Tucker Free Library (FTFL) is committed to safeguarding personal information and ensuring that donor privacy is protected. This privacy policy applies to collection of information, including information collected on our website. By submitting your information to FTFL you consent to the terms and conditions of the policy and to our processing personal information for the purposes stated below.

### PERSONAL INFORMATION

“Personal Information” is information that identifies you personally. Personal information collected may include name, address, telephone number and e-mail address, donation information, information on events attended, publications received and special requests for information.

- When you contact us with a question we may collect your name, address, phone and email in order to respond to that question.
- We may collect your name, email address and other contact information if you register for an event.
- We may collect your name, email address, telephone number and payment information when you make a contribution to FTFL.

### USE AND DISCLOSURE OF PERSONAL INFORMATION

- We will not sell, trade, or share your personal information with anyone else.
- We will not send you mailings on behalf of other organizations.
- We will collect payment information, billing address and other information necessary to process a payment.
- We will use the personal information to protect against potential fraud. 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 matches the information you supplied to us and that the card being used has not been reported lost or stolen.
- We will not keep credit card information on file.

You have the right to review information that we have collected about you. To review that information please contact us in writing at [tuckerfree@comcast.net](mailto:tuckerfree@comcast.net) or Friends of Tucker Free Library, PO Box 688, Henniker, NH 03242.