



# DONOR PRIVACY POLICY

Camp One Step by Children's Oncology Services respects the privacy of our donors and is committed to protecting the personal information that we gather and maintain regarding those donors. As such, our Board of Directors adopted the following Donor Privacy Policy (Policy), which guides our staff and volunteers on how they may and may not use donors' personal information. The Policy applies to the collection of donor information from any source: physical donations, online pledges, our website, electronic communications, and registration for an event or fundraiser, or by any other means.

The organization collects, retains, and uses donors' information, including: name, address, telephone numbers, email address, spouse's name, donation amount, designations, donor history, contributions, and limited demographic information.

The Organization uses a third-party online payment processing service with high levels of security. We do not store, nor do we have access to, credit card information, bank account numbers, or other account data sent to the payment processing service as part of an online donation, purchase, or registration. Credit card numbers, provided by donors through electronic means, are not retained by our employees, nor do they have access to them.

Credit card numbers provided by donors through any physical forms or via telephone to authorized employees or volunteers are securely transmitted to the third-party online payment processing service and are then destroyed.

We use donor information for the following purposes:

- To administer and maintain records relating to donations. To communicate with donors about Camp One Step.
- To distribute tax letters to donors.
- To thank donors for their support.

- To provide information used in internal analysis.
- To comply with legal or regulatory requirements.

We will not use donor information in the following manner:

- We will not sell or trade donors' information with anyone else.
- We will not send mailings to donors on behalf of other organizations.
- We will not share donors' personal information with any third parties unless given specific permission to do so by the donors.

We may utilize outside vendors for various purposes related to Camp One Step business. Such vendors may be given donors' information for such use. These vendors sign a confidentiality agreement and are prohibited from using this information for any other purposes.

To make our website more useful to donors, volunteers, and the general community, our server automatically collects information when someone visits the website. This information includes, but is not limited to, IP addresses, date and time of the visits, pages visited, and click streams.

Camp One Step may, at times, publicly recognize the receipt and purpose of donors' gifts. The organization honors all explicit requests from donors who choose to remain anonymous. We reserve the right to change the Policy at any time, but only with approval of its Board of Directors.

The latest Policy will always be posted on the Camp One Step website. For changes to the Policy that may be materially less restrictive on the use or disclosure of a donors' personally identifiable information, we will obtain donors' consents before implementing the change by sending notices to donors and by placing a prominent notice on the Camp One Step website.

Data on donors and donation amounts may be aggregated and stripped of all identifying information for reporting purposes including grant applications, trend analysis, reporting requirements and any applicable government filings without explicit consent of the donors. Camp One Step has initiated various safeguards and policies to protect donors' information. These include, but are not limited to:

- Physical measures such as locked filing cabinets and restricted access to offices.
- Controlled access to data.
- The use of passwords and encryption.
- A written Records Retention Policy.

- Use of database event logging.

Questions regarding the Policy or any other aspects of the use of donors' information should be directed to [info@camponestep.org](mailto:info@camponestep.org).