



INTERNATIONAL  
INSTITUTE  
SAINT LOUIS

## Donor Privacy Policy

The International Institute of St. Louis is committed to respecting the privacy of our donors. Accordingly, we will routinely disseminate the following Board-approved privacy policy statement:

### **Privacy Policy for Donors**

We here at the International Institute assure our donors that your privacy is of the highest importance. Accordingly, we have adopted policies and procedures to inform you of our privacy policy and how we use your donor information. In addition, we routinely provide opportunities for you to remove your name from part or all of our distribution lists, if you so desire.

### **Donor information collected**

We collect the following donor information for routine record-keeping, including donor acknowledgements. From time-to-time, we distribute information to you about upcoming Institute programs and additional opportunities to make gifts to the agency, unless you indicate that you do not wish to receive such information:

- Contact information: name(s), business or organization (if applicable), full address, telephone number, and email address;
- Donation information and/or payment information: record of donated items such as furniture, clothing, household items etc., and/or cash donation (check number, credit card number and expiration date). *Credit card information is retained under lock and key in the agency's accounting services office and is destroyed once the transaction appears as a payment to the agency;*
- Optional donor feedback: questions, comments, and suggestions; and
- Any notices where you have requested limited or no further information from the agency.

### **How information is used**

We use donor information to help complete charitable transactions and to communicate with you more effectively. Specifically, we use such information to process your charitable gift(s) and ensure that you receive proper credit for your contribution(s). Unless restricted from doing so, we also use the information to let you know about upcoming agency activities and events.

We use donor feedback to identify service needs, streamline our solicitations process, and to otherwise identify improvements. We take each recommendation seriously.

**Prohibition on sharing of information**

Such donor information is for the private use of the International Institute alone. We will not sell, rent or trade your name, personal contact information or any other donor information to any other individual or business.

Thus, use of donor information is limited to our internal purposes. It will be used only to further the activities and purposes of the agency. We will not copy, reproduce, publish, or post your name or amount of donation in agency publications, except for our annual report where only your name will listed within a giving category, unless you request that you gift be listed as “anonymous.” Publications, promotional items and publicity of agency include, but are not limited to, newsletters, annual report, website, brochures, fundraising publicity, fact sheets and videos.

**Removing your name from our mailing list**

We do not want to send unwanted mail/email to our donors and others. If you wish to be removed from our mailing list, please check the box on the donation form or contact the agency.

**Contacting us**

If you have questions or comments about the donor privacy policy, please contact the International Institute at (314) 773-9090 x 121.

*International Institute of St. Louis is a 501(c)(3) charitable corporation, organized under Missouri non-profit law. We do not provide goods or services to the donor in connection with charitable donations made to the agency.*