

EVOLVE Family Services

DONOR PRIVACY POLICY

EVOLVE Family Services is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donor's information will not be shared with any third party.

EVOLVE provides this policy to make our donors aware of our privacy policy and to inform donors of the way information is collected.

Opt-Out - People may opt out of receiving mail or email, by contacting EVOLVE Family Services via U.S. mail, e-mail at evolve@evolveservices.org, telephone at 651-439-2446, or by checking the appropriate box on the online form.

CONTACT INFORMATION

EVOLVE collects and uses information from donors that includes:

Donor identification	Telephone numbers
Donor comments	Address
Email address	Amount donated

For example, personally identifiable information may be collected in order to complete a donation transaction, register for an event, a volunteer application, or a request to join our mailing list.

EVOLVE uses donor information to understand donors' needs, interests and potentials. EVOLVE never trades, sells, rents or shares names (unless released and given permission for publication), email or mailing addresses, or telephone numbers of our donors. EVOLVE will use the name of the business and logo if a donation/sponsorship has been made on our website or in our printed material as an acknowledged thank you.

EVOLVE will use contact information (emails, telephone numbers and address) of donors for the following purposes only:

- To distribute receipts for donations
- To thank donors for their donation
- To inform donors about upcoming fundraising activities
- To analyze data and for record keeping
- To report to relevant US and State agencies and for our audit
- To contact donors about changes to this policy or others

FINANCIAL INFORMATION

All access to donor financial information is strictly limited to EVOLVE's professional staff whose job requires them to process this data. A fully vetted volunteer may log in initial information into donor data base. No such data is given to any person,

organization, or group who does not need to access that data. Donor records are in a secure donor database and reviewed monthly.

EVOLVE accepts contributions via credit cards, accredited online payment through our giving portal, QGiv, pay pal, personal checks or cash. EVOLVE does not store any or have access to any credit card information, bank account numbers or account data.

Questions or comments can be made to our office at 651 439 2446 or email us at evolve@evolveservices.org.