

# **Donor Privacy Policy**

Cathedral Kitchen is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that their information will not be shared with any third party. Cathedral Kitchen provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

# Information Collected

Here are the types of donor information that we collect and maintain: contact information: name, organization, address, phone number, email address.

# **How Information is Used**

Cathedral Kitchen uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on our work. Credit card numbers are used only for donation or payment processing and not used for any other purpose. We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication. No Sharing of Personal Information. Cathedral Kitchen will not sell, rent, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of Cathedral Kitchen and only to further the activities and purposes of Cathedral Kitchen.

# **Information Sent**

Via mail: Newsletters, fund raising solicitations

Via email: News updates; Harvest for Hunger information

# Removing Your Name From Our Mailing List

It is not our desire to send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list or our email list.

#### **Contact Us**

If you have comments or questions about our donor privacy policy, please send us an email info@cathdralkitchen.org or call us at (856) 964-6771.