

	Subject: Donor Privacy Policy	10-01005
	Effective Date: 07/12/2014	Original Date: 07/12/2014 Review Date:
	Signature:	Page 1 of 1

I. Purpose

The purpose of this Donor Privacy Policy is to:

- Ensure our donors that donor information will not be shared with any third party.
- Give the opportunity to the donor to remove his/her name from our mailing list, if the donor desires to do so.

II. Policy

The types of donor information collected and maintained by KenyaRelief.org is as follow:

- Contact information: name, organization / church, complete address, phone number, email address;
- Payment information: credit card number and expiration date, and billing information;
- Shipping information: name, organization / church, complete address;
- Information concerning how you heard about KenyaRelief.org;
- Information you wish to share: questions, comments, suggestions; and
- The donor's request to receive periodic updates; e.g. to individuals who request it, KenyaRelief.org will send periodic mailings related to specific fund-raising appeals, prayer concern, and newsletter.

Kenyarelieff.org uses donor information to understand the donor needs and provide them with improved services. Specifically, KenyaRelief.org uses the donor's information to help complete a transaction, communicate back to the donor, and update the Donor on Kenyarelieff.org's activities. Credit card numbers are used only for donation or payment processing and are not retained for other purposes. Kenyarelieff.org uses offered comments to provide the donor with requested information, and take seriously any recommendation to improve communication.

Kenyarelieff.org does not sell, rent, or lease any personal information to other organizations. Identity of all donors is kept confidential. Use of donor information is limited to the internal purposes of KenyaRelief.org and only to further the organization's activities.

Kenyarelieff.org does not want to send unwanted mail to a donor. A donor can contact KenyaRelief.org at any time if he/she wishes to be removed from the organization's mailing list.

Questions and/or comments about this policy can be forwarded by email at Kenyarelieff.org or by calling at 256-531-2535.