

## **Donor Privacy Policy**

This policy covers all online and offline donor information received by Tabby's Place, as well as any electronic, written, or oral communications.

### **Donor Information We Collect, Store and Use**

Tabby's Place collects nonpublic personal information provided on forms, checks and gift letters, emails, online donations, and social media communications we receive from you, or through information you communicate directly to us through other means. Tabby's Place will only collect information we believe is reasonably useful in administering our business.

In the case of donations that are processed by a third-party service provider, our donors' information will only be used for purposes necessary to process and properly acknowledge the donation.

### **Opt-Out Policy**

At your request, Tabby's Place will remove your name and contact information from our print and/or electronic mailing list. If you would like to cease receiving print and/or electronic communications, please contact [ah@tabbysplace.org](mailto:ah@tabbysplace.org) to notify us of your preferences.

### **Donor Privacy**

Tabby's Place will not share, trade, or sell any donor's personal information, nor do we send donor mailings on behalf of other organizations. Donor information is never disclosed unless to comply with federal or state laws and regulations, or with court orders.

### **Access to Donor Information**

Any employee who violates the Donor Privacy Policy will be subject to disciplinary measures and possible termination of employment. Any person with access to our donor records must sign and abide by a confidentiality agreement.

Inquiries about donor information and privacy should be addressed to:

Angela Hartley, Development Director  
Tabby's Place: a Cat Sanctuary  
1100 US Highway 202  
Ringoes, NJ 08551

Or: [ah@tabbysplace.org](mailto:ah@tabbysplace.org)