

Lake Erie Nature & Science Center
Donor Privacy Policy
Approved by the Board of Directors January 23, 2017

Lake Erie Nature & Science Center (“ the Center”) is committed to respecting the privacy of its donors. The Center has developed this Donor Privacy Policy (“Policy”) to ensure donors that donor information will not be shared with any third party.

AWARENESS: The Center provides this Policy to make donors aware of its privacy policy, and to inform donors of the way information is used. The Center also provides donors with the opportunity to remove their names from its distribution list if desired.

INFORMATION COLLECTED: The Center collects and maintains the following donor information:

- Contact information: name, address, phone number, email address.
- Payment information: billing information.
- Information concerning how a donor heard about the Center

HOW INFORMATION IS USED: The Center uses donor information to understand donor needs and provide donors with better service and information. Specifically, the Center uses donor information to help donors complete a transaction, communicate with donors, and update donors on Center activities. Credit card numbers entered into the website portal are processed by Blackbaud Merchant Services and the Center does not have access to them. Credit card numbers provided in writing, telephone or in person are entered into the website portal, processed by Blackbaud Merchant Services, and immediately shredded.

NO SHARING OF PERSONAL INFORMATION: The Center will not sell, rent, or lease donor personal information to other organizations. Use of donor information will be limited to the internal purposes of the Center and only to further the activities and purposes of the Center.

REMOVING NAME FROM DISTRIBUTION LIST: It is the Center’s desire to not send unwanted distributions to donors. A donor should contact the Center if he, she or it wishes to be removed from the Center distribution list.

MINORS: The Center does not knowingly solicit information or contributions from minors under the age of 18 without the consent of a parent or guardian, and the Center requests that anyone with knowledge of information or contributions from a minor immediately advise the Center.

CONTACTING THE CENTER: If you have comments or questions about the Center’s donor privacy policy, please send the Center an email at info@lensc.org or call 440-871-2900.

DATE: Last update of this Policy was [_____], 20__.