



HomeBridge

Donor Privacy Policy

What Information We Collect:

HomeBridge collects and uses a variety of personal information from donors that includes: name, amount/item donated, address, telephone number, company name, donor comments, and email addresses.

How We Use That Information:

HomeBridge will never publish, sell, trade, rent or share names (unless released for publications), email or mailing addresses, or telephone numbers of our donors. The organization will use contact information (email, telephone number and address) of donors for the following purposes only:

- To distribute tax receipts and thank you letters for donations received.
- To inform donors about upcoming fundraising events and other activities.
- To maintain an internal donor database for accurate record keeping.

We respect all donors' wishes either to have their name publicly associated with their donation or to remain anonymous.

Financial Information:

All access to donor financial information is strictly limited to professional staff who need to process this information. No such data are given to any person, organization or group who does not need access. Again, donors' personal information will never be shared, traded, sold or used in any manner not explicitly approved by the donors themselves.

The organization only uses online payment processing services with world-class security and strong reputations (Canada Helps and Pay Pal). Any credit card or bank account information given directly to the organization is processed via Chase Paymentech's secure payment processing system.

We are required to store donors' personal information by the Canada Revenue Agency (CRA). It also helps protect the donor/customer in the case of a lost or missing receipt, because we can reissue a receipt for tax purposes. This data is stored in a secure location

with access limited to only those who require the data. Donor/customer credit card receipts will be held for a maximum of two years at which point a secure shredding company will be used for their disposal.

Privacy is important to you, and it is important to us.

Contact Us:

If you have any questions about this Donor Privacy Policy please contact the Communications and Development Office.

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