

FRENCH HERITAGE SOCIETY, INC.

Donor Privacy Policy

French Heritage Society, Inc. (“**FHS**”) is committed to respecting the privacy of its donors and prospective donors (collectively referred to herein as “**donors**”) and has put in place this Donor Privacy Policy (this “**Policy**”) to honor and protect such privacy.

I. Donor Information

The personally identifying information that FHS collects and maintains regarding donors includes, but is not limited to, the following types of information (herein, “**Donor Information**”):

- Contact information such as name, address, telephone number, and e-mail address
- Giving information (including payment and credit card information)
- Information regarding the amount and nature of a gift
- Information regarding beneficiaries
- Information on events or trips attended, publications received and special requests for information related to FHS or its programs
- Information provided in the form of comments or suggestions or responses to surveys
- Information regarding the computer hardware and software used by a donor connecting with FHS through the FHS website is automatically collected through the FHS website. Such information can include IP address, browser type, domain names, access times and referring website addresses.

This Policy applies to Donor Information voluntarily provided to FHS by or on behalf of donors whether collected online or offline, including when collected through the FHS website, mobile applications and social media, as well as any other telephonic, electronic, written or oral communication.

Below are some examples of ways in which FHS may collect Donor Information:

- When a donor requests information via one of the email addresses identified on the FHS website, or otherwise contacts FHS with an inquiry in person, by phone, or email.
- When a donor registers for and/or attends an event or a trip.
- When a donor makes a contribution on the FHS website, over the phone, at an event or on a trip, by mailing in a check, or any other manner in which a donor might make a contribution.

By submitting Donor Information to FHS or any of its staff, a donor consents to the terms and conditions of this Policy and to FHS’s using, disclosing and processing Donor Information for the purposes stated below.

II. Use and Disclosure of Donor Information

FHS respects and values the trust donors place in FHS when donors give FHS their Donor Information and FHS is committed to maintaining the privacy of its donors and the confidentiality of Donor Information. Except as described below or at the time FHS requests the information, **FHS does not disclose, trade, share, sell or rent Donor Information to any third parties:**

- Donor names may be featured in recognition lists with other donors at their associated giving level in FHS publications, such as the FHS website, the FHS biannual magazine, *Au Courant*, the FHS monthly e-newsletter, the FHS annual report or event programs. Upon making a donation to FHS, donors will be prompted [**Please check here if you do not wish to be recognized in FHS materials:**] to designate whether they wish to be recognized in such publications.
- Donor Information is shared within FHS with staff, board members, volunteers, auditors and consultants only on a “need-to-know” basis.
- Donors may opt in to share testimonials with FHS, which may be featured on the FHS website or other publications.
- FHS will collect and use payment information (and other related information) only to the extent necessary to process payments for a donation or event or trip registration.
- Donor Information is kept on file in compliance with regulations of the Internal Revenue Service. It is also used by FHS to analyze overall giving patterns in order to make more accurate budget projections as well as to understand donors’ interests in the FHS mission and to update donors on FHS’s plans, activities and support/volunteer opportunities.
- FHS may use Donor Information to comply with the law or in the good faith belief that such action is necessary to: (a) conform to the requirements of the law or comply with legal process served on FHS; (b) protect and defend the rights or property of FHS; or (c) act in urgent circumstances to protect the personal safety of others.
- FHS may use Donor Information to protect against potential fraud. FHS may verify with third parties the information collected in the course of processing a gift, event registration or other donation. In connection with donor payments by credit card, FHS may use card authorization and fraud screening services to verify that the card information and address match the Donor Information supplied to FHS, and that the card being used has not been reported lost or stolen.
- FHS does not send mailings to its donors on behalf of other organizations.
- FHS may share Donor Information with trusted partners to assist FHS in performing statistical analysis or to send e-mails or postal mail. All such third parties are prohibited from using Donor Information except to the extent necessary to perform the requested services and are required to maintain the confidentiality of the Donor Information.
- Information collected from donors as a result of donors’ use of the FHS website (e.g., log files, cookies, internet tags, web beacons, etc.) will be used to: (a) monitor the operation, technical functions and quality of the FHS website; (b) compile general statistics regarding the use of the FHS website; and (c) analyze demographic information about the users of the FHS website.

III. Discontinuing Contact

It is the policy of FHS to communicate with donors according to their expressed preferences whenever possible. FHS will discontinue or change the method used to contact any person as soon as practicable upon that person's oral or written request directed to FHS. Upon a person's request that FHS discontinue further contact, that person's name and address will be promptly modified in the FHS database to ensure that such person is removed from solicitation and other mailing lists and no further contact is made with that person. FHS will maintain an electronic record of all requests for discontinuance of contact. Oral requests for discontinuation of contact will be noted in writing by the staff of FHS and then permanently recorded in the electronic donor database. The records of persons who have made such a request will be maintained by FHS to the extent necessary for legal or liability purposes.

IV. Security of Donor Information

FHS is committed to protecting the security of Donor Information transmitted to and from FHS and will take reasonable security precautions to help protect Donor Information from unauthorized access, use, or disclosure. When Donor Information (such as a credit card number) is transmitted to other web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol. However, FHS cannot guarantee the security of its database, nor can FHS guarantee that information supplied by donors won't be intercepted while being transmitted to FHS over the Internet.

V. Third Party Links

The FHS website contains links to external, third-party sites. FHS is not responsible for the privacy practices or the content of such websites. A donor's use of any linked third-party site is solely at the risk of such donor.

VI. Information Collected by PayPal on the FHS Website

When a donor makes a donation or payment through PayPal on the FHS website, the donor will be asked to provide certain contact and billing information and PayPal will be entitled to use such information solely for the purpose of processing the transaction. PayPal's privacy and security policies are available at: <https://www.paypal.com/us/webapps/mpp/ua/privacy-full>.

VII. Cookies

The FHS website uses "cookie" messages to automatically help provide better services to visitors to the FHS website. The "cookie" is placed in a donor's computer and is read when the donor revisits the FHS website. A visitor to the FHS website can reject cookies or cancel them by instructing the visitor's web browser accordingly.

VIII. Donor Review of Donor Information

Every donor has the right to review and/or change the Donor Information that FHS has collected and maintains regarding such donor. To review and/or change such information, a donor should contact FHS in writing. See **Contact Information** below.

IX. Changes to this Policy

Growth of FHS, developments in law or best practices, new technologies or donor feedback may result in a need to update or revise this Policy. Accordingly, FHS reserves the right to update or modify this Policy at any time, without prior notice, by posting the revised version of this Policy on the FHS website at www.frenchheritagesociety.org. FHS encourages donors to periodically review this Policy to be informed of how FHS is protecting Donor Information. When this Policy is modified, notice of such modification will be posted on the FHS website and the date of the modification will be noted at the bottom of this Policy. A donor's continued use of the FHS website after the date that such notices are posted will be deemed to be such donor's agreement to the changed terms of this Policy.

X. Contact Information

If a donor should have any questions, comments, or concerns about this Policy and/or FHS' privacy and security practices, such donor is encouraged to contact FHS.

Phone: 212-759-6846

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Mailing Address:

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