

Special Operators Transition Foundation

Donor Privacy Policy

The Special Operators Transition Foundation (SOTF) is absolutely committed to protecting the privacy of our donors and safeguarding donor information.

The SOTF will collect personal data about donors for the following purposes:

- To comply with legal and regulatory requirements for donations and operations of our non-profit
- To administer and maintain accounts relating to donations and donors
- To communicate with donors and prospective donors concerning the Foundation and our programs and services
- To facilitate future fundraising efforts

Personal information may include: name, address, phone number, email address, and credit card number when a donor voluntarily provides it to the Foundation during a donation. In addition, the SOTF keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used by the SOTF to analyze overall giving patterns in order to make more accurate budget projections and facilitate future fund-raising activities.

Safeguards

Protocols are in place to safeguard donor information, including:

- Technological measures, such as the use of passwords for systems access and encryption for online giving
- Ensuring employees understand, sign, and comply with donor and data policies
- Limiting access to donor records on a "need to know" basis
- Maintaining a records retention policy to only keep records for as long as required
- Physical measures, including locked filing containers for printed materials

Recognition and Reporting

Where appropriate, and with the knowledge and direct consent of the donor, the SOTF may publicly recognize the receipt and purpose of an individual or corporate gift. However, unless desired by the donor or with the permission of the donor, the SOTF will not disclose the amount of such gifts, except where required by law. Data on donors and donation amounts may be aggregated and void of identifying information for reporting purposes without the explicit consent of the donors. The SOTF will compile various reports each year and may list donors in giving categories. The SOTF will seek direct permission before publishing donor information in these documents.

The SOTF does not sell or trade donor's personal information, nor does the Foundation send donor mailings on behalf of other organizations. Individual records are kept only as long as necessary to fulfill the purpose for which they were collected and to comply with applicable state and federal laws.

For inquiries, please contact:

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