

**Earthplace, The Nature Discovery and Environmental Learning Center**  
**Donor Privacy Policy**  
**Adopted by the Earthplace, Board of Trustees, 06/24/15**

Earthplace, the Nature Discovery and Environmental Learning Center uses financial support from its donors to fulfill its mission to build a passion in our community for nature and the environment through education, experience and action.

Earthplace and its employees are responsible for maintaining records of personal information of donors. Every reasonable precaution shall be taken to protect and preserve the confidentiality of such personal information. Employees and volunteers, as well as agents and authorized service providers of Earthplace, are required to safeguard donors' personal information. Earthplace values and respects its donors' right to privacy, and is committed to ensuring that donors' personal information is used only for the purposes for which it is collected, and in accordance with donors' intent.

Donors' personal information is collected to establish and manage the Earthplace relationship with donors, and to identify donors' preferences and expectations. The information is used by Earthplace to analyze giving patterns, process gifts, and provide donors with documentation of their charitable contributions. In addition, personal information is used to publicly recognize and thank donors for their generosity.

Earthplace only uses and discloses personal information with donor permission. Donors who wish to avoid any disclosure of their contributions may inform Earthplace when making a pledge or gift. This request for anonymity shall be honored unless, and until, a donor informs Earthplace otherwise. In the absence of a donor's request for anonymity, Earthplace may, at its discretion, recognize and publicize a donor's contribution.

Credit card donations made online are securely handled by a reputable third party payment system (Blue Pay) which provides the necessary infrastructure and security necessary to ensure reliable and secure transmission of transaction data. Credit card donations made directly to Earthplace are processed swiftly and credit card information is erased.

Earthplace will not sell trade or share a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations.

Please contact Tony McDowell, Executive Director, with any questions related to donor privacy. He can be reached at [t.mcdowell@earthplace.org](mailto:t.mcdowell@earthplace.org) or 203-557-4400.