Manhattan Beach Education Foundation
DONOR PRIVACY POLICY

Adopted 2015

1) INTRODUCTION AND PURPOSE

a. MBEF is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that their personal information will not be shared with any third party.

b. MBEF provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

2) INFORMATION COLLECTED

a. Here are the types of donor information that we collect and maintain:

i. Contact information: name, organization/ workplace, complete address, phone number, mailing address, email address;

ii. Payment information: credit card number and expiration date, and billing information- MBEF utilizes Blackbaud Merchant Services end-to-end encrypted payment processing solution that is compliant with the Payment Card Industry Data Security Standard (PCI DSS). All paper records of credit card information on paper is blacked out or shredded immediately upon input into this system;

iii. Information concerning your relationship with MBEF—your giving history, participation in events, feedback about our grants and programs;

iv. Information you wish to share—questions, comments, suggestions; and

v. Your communications preferences. For example, for community members who do not "unsubscribe", MBEF will send periodic mailings related to specific fund-raising appeals, events, new programs at our schools, community learning opportunities, and newsletters.

3) HOW INFORMATION IS USED

a. MBEF uses your information to engage our community in our annual fund development efforts. In addition, we aspire to understand our community's needs and provide you and your children with programs that are better aligned with your priorities. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on MBEF and District happenings.

b. Credit card numbers are used only for donation or payment processing and are not retained for other purposes. We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication.

4) NO SHARING OF PERSONAL INFORMATION

a. MBEF will not sell, rent, or lease your personal information to other organizations or companies. We assure you that upon request for confidentiality/anonymity, the identity of all our donors will be kept confidential. Otherwise, all donors will be listed in our Annual Report and Honor Roll. Use of donor information will be limited to the internal purposes of MBEF and only to further MBEF's activities and purposes. It is the responsibility of the donor to inform MBEF if you would like your name and/or giving amount to remain anonymous.

5) REMOVING YOUR NAME FROM OUR CONTACT LIST

a. It is our desire to avoid sending unwanted communications to our donors and constituents. Please contact us if you wish to be removed from our SMS texting or mailing list. At the end of each newsletter and most emails you will also see an "unsubscribe" option. You can click on that and remove yourself from future emails. This option is not available on personal emails initiated from MBEF, but you can respond to personal emails with a request to be removed from the email list.

To stop receiving text messages, text "STOP" or "QUIT". After having submitted a request to opt-out, you will receive one final message confirming that you have been removed from the system. Following the opt-out confirmation message, no additional text messages will be sent unless you rejoin the system from your mobile device.

6) CONTACTING US

a. If you have comments or questions about our donor privacy policy, please send us an email at communications@mbef.org or call us at 310-303-3342.

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