



Coburn Place Safe Haven Donor Privacy Policy

Coburn Place Safe Haven is committed to respecting the privacy of our donors and adheres to the Association of Fundraising Professionals Bill of Rights, which you may [view online](#). Information submitted via forms or links on the website will only be used in accordance with Coburn Place policy.

Information Collected. Here are the types of donor information that may be collected and maintained:

- Contact information: name, organization/company, complete address, phone number, email address;
- Donation information: amounts donated, date of donation(s), method
- Information concerning hours volunteered;
- Donor requests, communication preferences and comments

No Sharing of Personal Information. Coburn Place Safe Haven will not sell, rent, trade or transfer your personal information to outside organizations. Use of donor information will be limited to the internal purposes of Coburn Place Safe Haven and only to further the mission of Coburn Place Safe Haven. Nevertheless, security measures may not prevent all losses, and Coburn Place Safe Haven is not responsible for any damages or liabilities relating to security failures.

How Information is Used. Coburn Place Safe Haven uses data to maintain records of donations, send acknowledgements, mail year-end tax statements, send newsletters, notices and direct mail pieces, and for internal marketing purposes. Donors are added to our mailing list unless requested otherwise.

Coburn Place uses a third-party mailing service to mail some items. The mailing service is contractually obligated to treat mailings with confidentiality and is prohibited from transferring contact information elsewhere. No written credit card information is stored once processed. To prevent unauthorized access or disclosure of information, Coburn Place has implemented physical, electronic and managerial procedures to safeguard and secure donor information collected. The website has an SSL certificate and authentication codes.

Removing Your Name From Our Mailing List. To be removed from any of Coburn Place's mailing list, email coburnplace@coburnplace.org or call at (317) 923-5750.