

## **Habitat for Humanity of Omaha Donor Privacy Policy**

Habitat for Humanity of Omaha's (Habitat Omaha) records, including donor names, addresses, donation amounts, and other identifying information, shall be maintained in a confidential environment at Habitat Omaha offices. Access to such information shall only be given to authorized staff and/or volunteers who assure, on an ongoing basis, that they will never use the information for any reason other than the public good of Habitat Omaha, and that they will fully comply with all requirements of this policy.

Any information supplied to Habitat Omaha by donors will be used solely to fulfill the intent of their donation. Habitat Omaha does not sell, trade or share donor lists or any personal information with anyone else, nor send donor mailings on behalf of other organizations. Habitat Omaha will only share personal information if given specific permission to do so. All requests to remain anonymous shall be honored.

In the event a special court order, judicial order, or other legal government order for information is obtained by Habitat Omaha which requires release of information about a donor and his/her donations, Habitat Omaha will comply with all such court, judicial or government orders, and written communication will be provided to that donor which will include a copy of the court, judicial or government order, as well as copies of documents sent in response. Habitat Omaha's legal counsel will also receive copies of the court, judicial or government order, and documents sent in response to the order.

Donors who provide Habitat Omaha with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. Donors may request to be permanently removed from Habitat Omaha's mailing list by contacting the organization via email, phone or postal mail. All requests to be removed from Habitat Omaha's mailing list shall be honored.

### **Changes to the Privacy Policy**

We reserve the right to change this Privacy Policy from time to time. When we do, we will note the last update at the bottom of this Privacy Policy. For changes to this policy that may be materially less restrictive on our use or disclosure of your personally identifiable information, we will obtain your consent before implementing the change by sending a notice to your primary email address and home address specified in our records and by placing a prominent notice on our website.