

**Foundation for Lee County Public Schools, Inc.**  
**Donor Privacy Policy**

The Foundation for Lee County Public Schools, Inc. maintains the highest level of respect for the privacy of its donors. In furtherance of our commitment to honor donor rights, we have developed this **Donor Privacy Policy** to guide our volunteers and staff on how they may and may not use your personal information. This policy may be updated from time to time. The Foundation collects and uses various, personal information from donors that may include: amount donated, address, telephone number, donor comments and e-mail address. Tax laws in the United States and the State of Florida require The Foundation to keep contact information and contribution level of donors on file.

**How we use that information**

The Foundation will never publish, sell, trade, rent or share names (unless released for publication), e-mail or mail addresses, or telephone numbers of our donors. The Foundation will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising and other activities of The Foundation
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Contact donors about changes to this policy

We allow donors the option to have their name publicly associated with their donation unless the donor explicitly chooses the "anonymous" field when donating online. In all other cases, the default is for staff and volunteers to assume all donations are not to be publicly announced unless the donor explicitly indicates otherwise. Comments given in donor forms are published in public lists and may be used in promotional materials while comments sent to us via email, fax or telephone are kept strictly confidential.

**Financial information**

All access to donor financial information is strictly limited to professional staff who need to process those data. No such data are given to any person, organization or group who does not need to access those data.

The Foundation only uses online payment processing services with world class security and strong reputations. The Foundation does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services.