

# DONOR PRIVACY POLICY of SOUND OFF, INC.

Sound Off, Inc. (“Sound Off”) is committed to respecting the privacy of its donors. Sound Off has developed this Policy on Use of Personal Information of Donors to assure donors that their personal information will not be sold or rented to, or exchanged with, any third party.

## **Information Collected**

These are the types of personal information that Sound Off collects and maintains:

- Contact information: name, complete address, phone number, email address, company name;
- Gift amount and date
- Limited minimized payment information. IE: last four of credit card number or bank account number and transaction or tracking numbers.

## **How Information Is Used**

Sound Off uses this information to understand donors' needs, to provide better service, and to offer alternative methods for donors to express their support for Sound Off. Specifically, Sound Off uses information to help donors complete their transactions, to communicate with donors, to update donors on events and achievements by Sound Off, to provide information on volunteer opportunities, and to contact donors periodically to determine their interest in providing additional support for Sound Off.

## **No Sale, Rent or Exchange of Personal Information**

Sound Off does not sell, rent or exchange donors' personal information. Sound Off uses donors' personal information for its internal purposes only, to advance the charitable mission and activities of Sound Off.

## **Third-Party Service Providers**

Sound Off utilizes a number of third party service providers to

effectively and securely utilize and store donor information. Donors may contact Sound Off with questions or concerns regarding these service providers, or to request a listing of these service providers.


### **Publication of Names**

On occasion, Sound Off lists the names of its donors and donation amount in its annual report or other publications. Donors may contact Sound Off to request that they not be included in such lists.

### **Removing Donors' Names from Sound Off's Mailing List**

It is Sound Off's desire not to send unwanted mail to its donors. Donors may contact Goodwill if they wish to be removed from our mailing list.

The Undersigned, Secretary of this Corporation, hereby certifies that this Donor Privacy Policy of this Corporation was duly adopted as of the 9th day of April, 2015.

By  DocuSigned by:  
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Secretary

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