

# MISSIONS DOOR

## Donor Privacy Policy

Missions Door is committed to respecting the privacy of donors. The leadership of Missions Door has developed the Donor Privacy Policy to ensure donors that donor information will not be shared with any third-party and that it will be kept strictly confidential.

The Missions Door Donor Privacy Policy is in place to provide appropriate guidelines to the staff on how they will handle donor information.

**Information Collected.** The following information will be collected and maintained on current donors who contribute to Missions Door:

- Contact information: donor name, address, phone number, and email address
- Credit card payment information for donors who give via credit card: type of card, number, and expiration date
- Direct debit information for donors who give via bank draft: routing and account number
- Information you wish to share: questions, comments, and suggestions

**How Information is Used.** We only use the above information to help you complete a transaction, communicate back to you, and update you on ministry.

- Missions Door will not sell, rent, or lease your personal information to other organizations.
- The identity of all our donors will be kept confidential.
- Use of donor information will be limited to the internal purposes of Missions Door and only to further the ministry activities and purposes of Missions Door.

**Removing Your Name From Our Mailing List.** It is our desire to not send unwanted mail to donors. Please contact us if you wish to be removed from our mailing list.

**Contacting Us.** If you have comments or questions about our Donor Privacy Policy, please send us an email at [info@missionsdoor.org](mailto:info@missionsdoor.org) or call us at 303.308.1818.