

DONOR PRIVACY PROCEDURE

Established October 13, 2018

The Mansfield University Alumni Relations Office is committed to donor privacy. This Privacy Policy applies to all online and offline gift transactions.

The Mansfield University Alumni Relations Office does not disclose donor information outside of the organization, unless permissible by the donor. The release of donor information is considered permissible, as long as the donor does not specify otherwise. Donor information will only be released to the public in online and/or print mediums that serve to highlight a campaign synopsis. The Mansfield University Alumni Relations Office does not sell, trade, or rent your personal identification information to others. The Mansfield University Alumni Relations Office may contract with third party service providers to help support our business operations. Mansfield University may share donor information with these contracted third party vendors unless the donor requests otherwise.

Use of Information

The Mansfield University Alumni Relations Office requests that donors provide personal contact information to complete donation transactions, to recognize donors, to provide charitable gift acknowledgements and tax information, and to communicate with donors through print and electronic forms. This information is collected voluntarily and is retained for Mansfield University's outreach efforts, financial records, and tax purposes.

Anonymity

The Mansfield University Alumni Relations Office safeguards that donors who wish to remain anonymous are excluded from any public donor recognitions. The Mansfield University Alumni Relations Office also safeguards that any personal information associated with anonymous donors is kept private.

Changes to Donor Privacy Procedure

Mansfield University has the discretion to update this privacy procedure at any time to comply with internal, state, and federal guidelines. If this procedure is altered at any time, the revised date will be identified under the procedure heading.