



## Donor Privacy Policy

**The following is the type of donor information that HabiJax will collect and maintain:**

- Contact information: name, organization, complete address, phone number, email address
- Payment information: credit card number and expiration date, and billing information;
- Information the donor wishes to share: questions, comments, suggestions; and
- Donor requests to receive or not receive periodic updates.

HabiJax uses all donor information to understand their needs and their understanding of how their donations should be used to further the advancement of affordable housing, while providing the utmost service to them. Donor information allows HabiJax to complete transactions, communicate to the donor via their preferred method, and update the donor on affiliate happenings. Credit card numbers are used only for donation or payment processing and are not retained for any other purposes.

HabiJax will not sell, rent, or lease donor personal information to other organizations. Use of donor information will be limited to the internal purposes of the organization and only to further the program activities and purposes of the affiliate.