



Provided by: Center for Conflict Resolution  
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Website: [www.ccrchicago.org](http://www.ccrchicago.org)  
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## 1. Donor Privacy Policy

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The Center for Conflict Resolution (CCR) is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

### 1.1 AWARENESS.

CCR provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

### 1.2 INFORMATION COLLECTED.

Here are the types of donor information that we collect and maintain:

- contact information: name, organization/business, complete address, phone number, email address;
- shipping information: name, organization/business, complete address;
- information concerning how you heard about CCR;
- information you wish to share: questions, comments, suggestions; and
- your request to receive periodic updates: e.g., to individuals who request it, we will send periodic mailings related to specific fund-raising appeals, upcoming events and programs, and newsletters.

### 1.3 HOW INFORMATION IS USED.

CCR uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on CCR happenings. Credit card numbers are used only for donation or payment processing and are not retained. We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication.

### 1.4 NO SHARING OF PERSONAL INFORMATION.

CCR will not sell, rent, or lease your personal information to other organizations. Use of donor information will be limited to the internal purposes of CCR and only to further CCR activities and purposes of CCR. CCR will not retain or store any credit card or banking information. If it is provided by a donor, a CCR employee will destroy it as soon as it has been transmitted securely to the third party processor.

### 1.5 REMOVING YOUR NAME FROM OUR MAILING LIST AND ELECTRONIC CONTACT LIST.

It is our desire to not send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list and electronic contact list.

## 1.6 DONOR BILL OF RIGHTS

CCR subscribes to the Donor Bill of Rights, which was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

### Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

**Contacting Us.** If you have comments or questions about our donor privacy policy, please send us an email at [chicagoccr@ccrchicago.org](mailto:chicagoccr@ccrchicago.org) or call us at (312) 922-6464, ext. 21.

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