

# BRITE Donor Privacy Policy

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## Purpose

Maintenance of the trust and confidence of donors and prospective donors is of paramount importance to BRITE. The purpose of this Donor Privacy Policy of BRITE (“Donor Privacy Policy” or “Policy”) is to provide transparency as to the BRITE’s practices, policies, and procedures for the collection, use, and protection of information relating to donors and prospective donors.

## Consent

This Donor Privacy Policy applies to collection, use and protection of information, including information collected on our website. By submitting your information to us or any of our staff, you consent to the terms and conditions of the Policy and to our processing personal information for the purposes stated below.

## Personal Information

“*Personal Information*” is information that identifies you personally, such as your name, address, telephone number, and email address. We collect and store the personally identifiable information that you have provided us. Here are some examples of ways in which we may collect your information:

- When you request information via one of the email addresses identified on our website or otherwise contact us in person, by phone or email, with a question, we may then collect your name, address and email in order to respond to that inquiry.
- We may collect your name, email address and other contact information if you register for an event.

We may collect your name, email address, telephone number and payment information when you make a contribution, either on our website, over the phone or by mailing in a check. The above list provides a sample of Personal Information that may be collected by BRITE. From time to time, we may collect Personal Information from you in ways not described above.

## Use and Disclosure of Personal Information

- We will not sell, trade, or share your personal information, collected on the website or through any other business activities with anyone else.
- We will not send you mailings on behalf of other organizations.
- We will only share your personal information if you give us specific permission to do so.
- We will collect payment information, billing address and other information necessary to process a donation or event registration.
- We will use your personal information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal

process served on us, protect and defend our rights or act in urgent circumstances to protect the personal safety of others.

- We will use the personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration or other donation. If you use a credit or debit card on the website, we may use card authorization and fraud screening services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen. Except as described in this Donor Privacy Policy or at the time we request the information, we do not otherwise disclose your Personal Information to any third parties. Further, BRITE will not sell or trade your personally identifiable information to any third parties.

## Donor Recognition

Donor contributions may be publicized in donor recognition materials produced by BRITE, including print, spoken and/or web-based media. If you do not wish to your name appear in these materials or be otherwise published, please contact us in writing at 125 W. Market Street, Warren, Ohio 44481.

## Access to Records

You have the right to review personal information that we have collected about you. To review that information please contact us in writing at 125 W. Market Street, Warren, Ohio 44481.

## Relation to Other Policies

This policy is intended to amplify our practices related to information on our donors and prospective donors and is not intended to supersede other BRITE policies which may address the collection, use and/or protection of donor information. In instances where there may be a conflict between policies, the terms of this Donor Privacy Policy shall control.

## Changes to the Privacy Policy

BRITE reserves the right to amend and modify this Donor Privacy Policy from time to time with or without notice to donors or prospective donors.

## Policy Compliance

The President of the Board of Directors of BRITE, or person(s) directed by the President, shall ensure appropriate compliance with this Policy by all administrative staff, consultants and volunteers.

*Adopted this 1st day of December, 2023 pursuant to a vote of the Board of Directors of BRITE.*

# BRITE Discontinue Contact Upon Request Policy

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## Purpose

The purpose of this Discontinue Contact Upon Request Policy of BRITE (“Discontinue Contact Policy” or “Policy”) is to provide transparency as to the BRITE’s practices, policies, and procedures for contacting outside parties.

It is the policy of BRITE to discontinue contacting any person upon that person’s oral or written request directed to the organization, its professional fundraiser, or other agent. BRITE shall maintain a record of all requests by persons who indicate to BRITE, its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of the BRITE.

## Limitation

This Policy does not prohibit contact by BRITE that is solicited by a person or a person’s representative, even if the person or his/her representative have requested to be placed on the “do not contact” list. Contact by BRITE that is solicited by a person whose name appears on the “do not contact” list shall be limited to providing a direct response to the person’s inquiry and shall not cause the person’s name to be removed from the “do not contact” list.

## Procedure

Upon a person’s (or a person’s authorized representative’s) request that BRITE discontinue further contact, the person’s name and address will be promptly removed from BRITE’s database or modified to ensure that no further contact is made with the person. BRITE will also take steps to ensure that the person’s name is removed from any external databases or records under the BRITE’s control.

## Permanent Record

BRITE will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by BRITE’s Board of Directors. Oral requests will be recorded in writing by the staff of BRITE and maintained with the written requests. The records of persons who have made such a request will be maintained by BRITE to the extent necessary for legal or liability purposes.

*Adopted this 1st day of December, 2023 pursuant to a vote of the Board of Directors of BRITE.*