

## **RECONCILIATION SERVICES PRIVACY POLICY**

Reconciliation Services [RS] is committed to protecting your privacy and uses technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the RS website and governs data collection and usage. By using the RS website, you consent to the data practices described in this statement.

### **COLLECTION OF YOUR PERSONAL INFORMATION**

RS collects personally identifiable information, such as your email address, name, home or work address or telephone number. RS also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favorites.

There is also information about your computer hardware and software that is automatically collected by RS. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used by RS for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the RS website.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through RS public message boards, this information may be collected and used by others. Note: RS does not read any of your private online communications.

RS encourages you to review the privacy statements of websites you choose to link to from RS so that you can understand how those websites collect, use and share your information. RS is not responsible for the privacy statements or other content on websites outside of the RS and RS family of websites.

### **USE OF YOUR PERSONAL INFORMATION**

RS collects and uses your personal information to operate the RS website and to execute the activity you have requested, ie: making a donation, filling in forms, requesting info or sending an email through the website. RS may also contact you via surveys to conduct research about your opinion of current programs or of potential new volunteer opportunities and activities or events that may be offered.

RS does not sell, rent or lease its customer lists to third parties. In addition, RS may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries or invitations. All such third parties are prohibited from using your personal information except to provide these services to RS, and they are required to maintain the confidentiality of your information.

RS does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

RS keeps track of the websites and pages our customers visit within RS, in order to determine what RS information is most sought out.

RS websites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on RS or the site; (b) protect and defend the rights or property of RS; and, (c) act under exigent circumstances to protect the personal safety of users of RS, or the public.

## **USE OF COOKIES**

The RS website uses “cookies” to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize RS pages, or register with RS site or services, a cookie helps RS to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same RS website, the information you previously provided can be retrieved, so you can easily use the RS features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the RS services or websites you visit.

## **SECURITY OF YOUR PERSONAL INFORMATION**

RS secures your personal information from unauthorized access, use or disclosure. RS secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

## **CHANGES TO THIS STATEMENT**

RS will occasionally update this Statement of Privacy to reflect company and customer feedback. RS encourages you to periodically review this Statement to be informed of how RS is protecting your information.

## **CONTACT INFORMATION**

RS welcomes your comments regarding this Statement of Privacy. If you believe that RS has not adhered to this Statement, please contact RS at [info@rs3101.org](mailto:info@rs3101.org). We will work diligently and promptly to evaluate and, if needed, remedy the problem.

## **DONOR PRIVACY POLICY**

This section of our Privacy Policy relates specifically to donors.

This Donor Privacy Policy applies to the collection 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.

### **THIRD PARTY LINKS**

The Site may contain links to third party sites on the Internet (“Third Party Sites”), like links to sponsoring businesses, news pages or foundation funder pages. Your use of all third party sites are at your own risk and it is your sole responsibility to evaluate the content and usefulness of the information obtained from third party sites. We are not responsible for the privacy practices or the content of such websites. If you are concerned about the privacy policy of a certain third party, you may contact them directly or visit their individual website to learn more about their individual privacy policies.

### **PERSONAL INFORMATION**

“Personal Information” is information that identifies you personally, such as your name, address, telephone number, or email address. We collect and store personal information that you share with us. Below are 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 an inquiry. We may then collect information such as your name, address, email, or telephone number in order to respond to that inquiry.
- We may collect your name, email address, telephone number, and other contact information if you register for and/or attend an event.
- We may collect information such as your name, email address, telephone number, and payment information when you make a contribution, either on our website, over the phone, by mailing in a check, or any other manner in which you might make a contribution.
- Information you give us on Pledge sheets or other forms (such as your name, address, and giving amount).
- Information about your charitable gifts and volunteer participation with us (such as your giving history and volunteer hours).

The above list provides a sample of personal information that may be collected by RS. From time to time, we may collect personal information from you in ways not described above.

RS restricts access to personal information to those employees who need to know that personal information to provide our services to you.

## **USE AND DISCLOSURE OF PERSONAL INFORMATION**

RS respects and values the trust you place in us when you give us your personal information and is committed to maintaining the confidentiality of our donors' personal information.

- We will not trade, share, or sell a donor's personal information, collected on the website or through any business activities, with anyone else.
- We will only share donor mailings on behalf of other organizations once the donor has given RS specific permission to do so.
- Donors may opt in to share testimonials with RS, which may be featured on RS's blog, website, or other publications.
- Donor names may be featured (with permission) in recognition lists with other donors at their associated giving level in RS publications such as the website or annual report.
- We will collect payment information, billing address, and other information necessary to process a donation or event registration.
- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of the 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 your 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 card, we may use card authorization and fraud screening services to verify that your card information and address match 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, RS will not sell or trade your personally identifiable information to any third parties.

## **INFORMATION COLLECTED BY THIRD PARTIES ON THE RS SITE**

At times, certain funds are established with RS with the intention to conduct their own fundraising. In order to enable donors to make donations to those fundraising funds at RS, we use a few third-party plug-ins/systems (Stripe, Donorbox, Elevate, Square, QBO, and PayPal) across its platforms that enable RS and donors to make secure donations and access details about those donations. When you make a donation with RS, you may be asked to provide certain contact information (such as your name, address, telephone number and e-mail address) and billing information (such as your credit card number and expiration date) in order to enable your donation to be processed and a confirmation to be provided to you. RS will not have access to the complete credit card information that you submit via the third party plug ins (although it may retain the last four digits of your credit card number in order to process any refunds); and any third party vendors will be entitled to use such information solely for the purpose of processing the transaction and permitting you to access your transaction details. Each third party vendor posts their own privacy and security policies and we encourage you to read those on their respective websites.

## **RS SITE USAGE INFORMATION**

Information (e.g., log files, cookies, Internet tags, web beacons, etc.) we collect from you through your use of the Site will be used to (a) monitor the operation, technical functions and quality of the Site, (b) compile general statistics regarding use of the Site, and (c) analyze demographic information about the Site's users. We may also use such information for research or improvements of the Site and the services we offer you. This data is also used by RS to deliver customized content to you when your use of the internet indicates that you are interested in a particular subject area.

## **SHARING YOUR PERSONAL INFORMATION**

We do not disclose any personal information about our donors, or former donors, to anyone except as permitted or required by law.

## **SECURITY OF INFORMATION**

RS is committed to protecting the security of your personal information transmitted to and from this website and will take reasonable security precautions to help protect your personal information from unauthorized access, use, or disclosure. However, we cannot guarantee the security of our database, nor can we guarantee that information you supply won't be intercepted while being transmitted to us over the Internet. With respect to financial information that you transmit via Stripe, please review the privacy and data security policies of Stripe, the vendor that will be transmitting your donation information to the entity responsible for processing and settling those transactions.

## **CONTACT INFORMATION**

If you have any questions, comments, or concerns about RS's Privacy Policy and RS's privacy and security practices, you can contact:

Sheri Wikstrom, Director of Finance and HR  
swikstrom @ rs3101.org

## **CHANGES TO RS'S PRIVACY POLICY**

Because we will continue to implement new technologies and improve the features and services we provide, the RS Privacy Policy is subject to change. For that reason, we encourage you to periodically review the RS Privacy Policy.

***\*UPDATED: January 1, 2022***