



## **DONOR PRIVACY POLICY**

Mountain States Legal Foundation (MSLF) is a 501c3 nonprofit public interest legal foundation dedicated to individual liberty, the right to own and use property, limited and ethical government and free enterprise system. All donations solicited on behalf of MSLF shall be used to further this mission and follow the policies and procedures outlined below.

### **Use and Disclosure of Personal Information**

MSLF collects, uses and discloses personal information only for certain purposes that are identified to the Donor. We may use it to establish and manage our relationship with a Donor, as well as providing requested information. Personal information can also help us understand a Donor and identify preferences and expectations. The main uses will involve raising money to reach our financial goals and to process gifts and return appropriate receipts. To publicly recognize and thank them for their generosity, we occasionally release a list of our Donors, with the Donors' prior approval. In such cases, other organizations and third parties will have access to our Donor names and, in some cases, giving level.

We collect Donor information for internal use only, and just to the extent required for our purposes. We obtain relevant personal information about Donors lawfully and fairly.

### **Sharing or Selling of Personal Information**

MSLF does not sell, trade or rent the information and contents of active Donor files to others. MSLF may trade or rent Donor postal mailing lists with other like-minded organizations for a single use. An organization that receives the MSLF mailing list must agree to strict parameters, which limit the use of the data. For example:

- The names and mailing addresses will only be used for a specific project;
- MSLF must approve the contents of the mailing piece before it is sent to our Donor list;

- The data file containing the Donor mailing list will not be forwarded to any other person or entity;
- No copies of any type of the data file will be made by the receiving organization; and
- The data file of the names and addresses will be returned or destroyed when the project is completed.

### **Donors' Consent**

When a Donor has communicated to MSLF a desire to opt out of the disclosure of his or her information, MSLF will not include the Donor's data to another organization or third party.

Donors who wish to avoid any public recognition may inform MSLF when making a pledge or gift. The option to remain anonymous shall be made available to Donors by MSLF and its appropriate employees. This request for anonymity shall be honored by MSLF until the Donor informs us otherwise.

### **Custody and Care of Personal Information**

The personal information in our possession shall be kept accurate and up-to-date. Donors may always correct their personal information if they believe that our records are not correct. If a Donor feels that any of our information about them is inaccurate or incomplete, the Donor has the right to ask us to change it or delete it. If a Donor's personal information is wrong in any way, MSLF will make the required changes.

### **Contact Information**

To request anonymity or to change any information related to your account, please contact Tawna Robertson at [trobertson@mslegal.org](mailto:trobertson@mslegal.org) or (303) 292-2021.