



DONOR PRIVACY POLICY

Mountain States Legal Foundation (MSLF) is a 501(c)(3) non-profit public interest legal foundation with the mission to restore those rights enshrined in the Constitution of the United States of America, through pro bono litigation. We protect individual liberty, the right to own and use property, the principles of limited and ethical government, and the benefits of the free enterprise system. All donations solicited on behalf of MSLF will be used to further this mission.

With respect to the personal information of all contributors, we will follow the policies and procedures outlined below.

Consent to Receive Calls and Text Messages

Like with many organizations, MSLF retains some personal information about its contributors, in order to further its mission and to communicate with supporters.

By providing your telephone number and e-mail address to MSLF, you consent to receive limited phone calls and text messages from MSLF, including pre-recorded messages and via automated methods. With respect to all of these communications, messaging and data rates may apply. And while MSLF always limits its communications to avoid overloading its supporters, messaging frequency may vary. Recipients of messages may to reply with "Stop" to opt-out of messages, or reply "Help" for help.

SMS OPT-IN Consent and Data will never be shared with third parties.

Use and Disclosure of Personal Information

MSLF collects, uses, and discloses personal information only for limited business purposes. For instance, we may use it to establish and manage our relationship with a donor, as well as provide requested information to them. Personal information can also help us understand a donor's interests, and identify their preferences and expectations. The main uses will involve processing gifts, returning appropriate receipts, and raising additional funds to reach our financial goals.

We collect limited donor information to the extent required for our business purposes. And we never obtain personal information about donors in an unlawful manner.

Information is collected through list exchanges, donor events, mailings, email campaigns, social media ads and other means of communication such as referrals from friends and colleagues.

Information collected:

- Name (First, Middle, Last)
- Spouses Name
- Date of Birth
- Interest areas
- Mailing Address, Office Address

- Phone Numbers, both work and personal, home, and cell
- Email address (work and personal)

Information collected is either through third party, in which opt-out is provided and or by means of the individual themselves.

If an individual or guardian of individual would like to be removed from our systems and opt out- they may do so via the following options:

- Unsubscribe from emails at the bottom of all email communications.
- Call the office at 303-292-2021 and ask to be removed;
- Unfollow on social media
- Respond to a letter using the reply envelope supplied;
- Or by responding STOP to SMS text messages.

Information collected will be used to share education materials, provide updates on the work of the foundation and to solicit fundraising for the work of the foundation.

To update your information please contact the office via one of the following:

- Email: contact@mslegal.org
- Phone: 303-292-2021 ask to speak with Development
- Mail: 2596 S. Lewis Way, Lakewood, CO 80227 ATTN: Development

Sharing or Selling of Personal Information

MSLF does not sell the information or contents of active donor files to others. But in some cases, MSLF may trade or rent donor postal mailing lists for one-time use, with other like-minded organizations. But any organization that receives an 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;
- No e-mail or telephone information may be shared by the organization;
- MSLF must approve the contents of any solicitation before it is mailed to our donor list;
- The data file containing the donor mailing list will never be forwarded outside of the organization trading or renting our list;
- 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 when renting or trading its postal mailing list with another organization or third party.

Donors who wish to avoid any public recognition may inform MSLF when making a pledge or gift. This request for anonymity shall be honored by MSLF until the donor informs us otherwise.

Custody and Care of Personal Information

We make every effort to ensure that the personal information in our possession is timely and accurate. Donors can 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 always 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 when informed.

Donor data is kept secure in our database, hosted by Virtuous. All data received through forms on our website are secured. For more information on Virtuous data security measure please visit <https://virtuous.org/software/security/>.

MSLF takes the protection of personal information very seriously and has established multiple safeguards to ensure its security both in transit and at rest.

All personal information is encrypted during transmission to prevent unauthorized access. Once received, data is securely stored within a cloud-based environment that is monitored 24/7 for potential threats or vulnerabilities.

Access to donor and personal information is strictly limited to Development and Communications staff on a need-to-know basis, ensuring appropriate control and oversight.

For physical records, any donor information received via mail is securely recorded in Virtuous and subsequently shredded. Donor contribution records are securely stored during processing and are also shredded within 90 days.

In addition, MSLF partners with SourcePass to manage its technology infrastructure and cybersecurity, ensuring that industry best practices are followed and security measures are continuously maintained and updated.

Contact Information

To request anonymity or to change any information related to your account, please contact us at (303) 292-2021 or by email at contact@mslegal.org.

For escalation or concerns you may also contact our Chief Operating Officer, Austin D. Scott at ascott@mslegal.org or by phone at 303-292-2021 ext. 1005.