

# BROOKLYN COMMUNITY HOUSING AND SERVICES (BCHS)

## Donor Privacy Policy

### **Our Commitment to Our Donors**

Brooklyn Community Housing and Services (BCHS) is committed to maintaining your confidence and trust. We take every precaution to protect any personal information you provide by employing physical, electronic, and managerial procedures to safeguard the security and integrity of your personal information. BCHS encrypts all billing information, and personal information is accessible only by BCHS personnel who are designated to handle donations, complaints, or requests. All personnel with access to personal information obtained via the BCHS' website are contractually bound to adhere to this policy. These safeguards apply to all donations, whether online, offline or via regular mail.

The names of donors who make contributions to BCHS will be listed in our Newsletter, Annual Report or other printed materials, unless they request their gift be listed as "Anonymous." Please make such a request via email to [Development@bchands.org](mailto:Development@bchands.org).

BCHS does not sell, share or trade our donors' names or personal information with any other entity, nor send mailings to our donors on behalf of other organizations. To the extent any donations are processed through a third-party service provider, our donors' information will only be used for purposes necessary to process the donation. BCHS collects the following types of donor information: names, postal and email addresses, phone and facsimile numbers, billing information, and complaint and inquiry information. Donations made via credit card on BCHS' website are processed by Qgiv, Inc. which processes your gift using secure encryption methods and according to its own privacy and security policies. If your personal information changes or you would like to review the personal information we may have on file for you, please email us with the new information or your review request at [Development@bchands.org](mailto:Development@bchands.org)

### **What Information We Collect and How We Use That Information**

Our registration and donation forms require users to give us contact information that may include name, e-mail address, format preference (HTML vs. Text), address, interests, and similar information. We do not request or store sensitive information from our visitors, such as credit card or social security numbers. BCHS does not share supporter information with third parties.

### **Security**

All information provided to BCHS is transmitted using SSL (Secure Socket Layer) encryption. SSL is a proven coding system that lets your browser automatically encrypt, or scramble, data before you send it to us. We also protect account information by placing it on a secure portion of our site that is only accessible by certain qualified employees of BCHS. Unfortunately, however, no data transmission over the Internet is 100% secure. While we strive to protect your information, we cannot ensure or warrant the security of such information.

### **Contacting Brooklyn Community Housing and Services (BCHS)**

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

### **BCHS**

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