



## **Donor Privacy Statement**

### **Our Commitment to our Doors**

Maintaining the trust and confidence of donors and prospective donors is of paramount importance to the Mahaiwe Performing Arts Center (the Mahaiwe). The purpose of this Donor Privacy Policy ("Donor Privacy Policy" or "Policy") is to provide transparency regarding the Mahaiwe'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 and social media platforms, as well as verbally or in writing by mail or email. 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. To the extent that any donor's personal information is processed through a third-party service provider, such information will only be used for the purposes necessary to the Mahaiwe's interactions with the donor.

### **Personal Information**

"Personal Information" is information that identifies you personally, such as your name, address, telephone number, email address, and credit card information. We collect and securely store the personally identifiable information that you have provided us. Examples of situations in which your information may be collected include, but are not limited to, communication initiated by you for:

- your event registration;
- your request to receive information from the Mahaiwe;
- your ticket purchase; or
- your contribution to the Mahaiwe.

### **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. On occasion, the Mahaiwe will use space in marketing materials to recommend programming from partnering organizations.
- The Mahaiwe does not share mailing, email, or telephone lists with 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.
- If you provide the Mahaiwe with credit or debit card information for recurring gifts you have authorized, your card information will be securely stored for that purpose.

- 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.
- 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.

### **Donor Recognition**

Donor contributions may be publicized in donor recognition materials produced by the Mahaiwe, including print, spoken and/or web-based media. If you do not wish to your name to appear in these materials or be otherwise published, please contact the Mahaiwe's Advancement Office in writing at PO Box 690, Great Barrington, MA 01230.

### **Access to Records**

You have the right to review personal information that we have collected about you. To review that information please contact the Mahaiwe's Advancement Office in writing at PO Box 690, Great Barrington, MA 01230

### **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 Mahaiwe 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 Donor Privacy Policy**

The Mahaiwe 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 Executive Director of the Mahaiwe, or person(s) directed by the Executive Director, shall ensure appropriate compliance with this Policy by all administrative staff, consultants, and volunteers.

*Adopted on June 18, 2021, pursuant to a vote of the Board of Directors of the Mahaiwe Performing Arts Center.*