



## Ohio Living Foundation Donor Privacy Policy

### DONOR PRIVACY

We protect your right to privacy: The Ohio Living Foundation does not sell, share or trade your personal information with any other organization, nor send mailings to our donors from other organizations. The Ohio Living Foundation does not release gift amounts to others, including family members. A donor's request to remain anonymous will be respected.

All information concerning donors or prospective donors, including their names, the names of their beneficiaries, gift amounts and value of estate commitments, will be held in strict confidence by the Ohio Living Foundation, its staff and other authorized personnel. Such information will only be used for activities in support of the Ohio Living Foundation's mission in accordance with the organization's pre-established and accepted ethical guidelines. Additionally, the Ohio Living Foundation adheres to all HIPAA requirements.

### INFORMATION COLLECTED

In connection with any fundraising, Ohio Living may disclose to the Ohio Living Foundation demographic information about residents and clients including but not limited to name, address and phone number and dates on which we provided health care or services, without written authorization.

The Ohio Living Foundation does not collect information about its website visitors, unless he or she specifically fills out an online form for a donation or other request. The types of personal information collected may include but are not limited to:

- Name
- Organization
- Address
- Email address
- Phone number
- Gift amount and restriction
- Information about others through an In Honor or In Memory donation
- Credit/debit card information

Information provided through online donation forms is collected in a secure environment by a third party processor (Network for Good), and full donor contact and gift information is passed to the Ohio Living Foundation. We do not receive any account numbers. For Network for Good's privacy policy, please visit [www.networkforgood.com](http://www.networkforgood.com).

For more information about terms of use for Ohio Living family websites, please see Terms and Conditions, located in the footer of each Ohio Living website.

## **REQUESTS FOR OPT-OUT, REVIEW OR CORRECTION**

If you wish to have your name removed from the list to receive fundraising requests supporting OPRS, please call (800) 686-7800, ext. 160 or send an email to [giving@ohioliving.org](mailto:giving@ohioliving.org).

If you would like to review a copy of your donor records or request corrections, please contact the Ohio Living Foundation's Associate Vice President of Foundation Finance & Administration, (800) 686-7800, ext. 121 or at [giving@ohioliving.org](mailto:giving@ohioliving.org).

## **INFORMATION SECURITY MEASURES**

Ohio Living Foundation operates under a set of board-approved policies, including a fiscal policy that guides internal controls, accounting compliance, budget components and fiduciary relationships.

Donor information is kept in a secure database. Hard copies containing personal or financial information are kept in locked files, locked offices and a locked safe drawer. Confidential information that is not retained is shredded.