



## PRIVACY POLICY

Approved as of 08.23.17

**Commitment to Privacy:** The privacy of our supporters is important to us. This notice serves as an explanation of our privacy policy and can be found on our website as well.

**Information Harvest of Hope Pantry (HOH) Collects:** This policy applies to all information collected or submitted on HOH's website. You can sign up to receive our monthly e-newsletters, in which case your name and email will be collected. You can sign up to volunteer, in which case your name, address, phone, email, DOB, gender, emergency contact, interests, skills, physical limitations, availability, church affiliation, and how you learned about HOH will be collected as provided. You can sign up to host a food drive benefiting HOH, in which case your name, company affiliation, phone, email, address and dates of food drive will be collected.

This policy also pertains to any donor information collected in the course of tracking donations. All donations made are tracked in a secure database, which is only accessible by the Executive Director, Bookkeeper, and Board Chair. Information collected includes a donor's name, address, phone, and email as provided, as well as the donation amount.

**How HOH Uses Information:** The information collected is not shared with outside parties, and is used solely to connect an individual with their desired engagement, whether it's receiving the HOH e-newsletter; volunteering; or hosting a food drive. Donation information collected is used for internal tracking purposes. Donors can elect to make a donation anonymous or anonymous in publication. Individual donor information is not shared with outside individuals. We never use the information provided in ways unrelated to those listed above without providing an opportunity to opt-out.

**Commitment to Data Security:** To prevent unauthorized access, maintain data integrity, and ensure the correct use of information, we have appropriate electronic and managerial procedures to safeguard the information we collect.

**How to Correct Your Information:** You can correct or update any information provided online by submitting a new form online, or by notifying our Volunteer Manager by emailing [hohp2960@gmail.com](mailto:hohp2960@gmail.com). To protect your privacy and security, we will take reasonable steps to verify your identity before permitting or accepting and changes.

**Contact Us:** Should you have questions or concerns about HOH privacy policies, please contact us at 720-382-1971, or email us at [info@hopepantry.org](mailto:info@hopepantry.org).